

STATE OF CALIFORNIA

PETE WILSON, Governor

DEPARTMENT OF JUSTICE

DANIEL E. LUNGREN, Attorney General

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING AGENDA
November 4, 1993 - 10:00 A.M.
Waterfront Hilton
21100 Pacific Coast Highway
Huntington Beach, CA 92648
(714) 960-7873

AGENDA

CALL TO ORDER

FLAG SALUTE

HONORING PAST COMMISSIONERS

- o Edward W. Hunt - May 1990 - September 1993
- o Floyd Tidwell - August 1987 - September 1993

WELCOME TO NEW COMMISSIONERS

- o Cois Byrd, Sheriff, Riverside County
- o George Kennedy, District Attorney, Santa Clara County
- o Dale Stockton, Sergeant, Carlsbad Police Department

REAPPOINTMENT OF COMMISSIONERS

- o Raquel Montenegro, Public Member
- o Sherman Block, Sheriff, Los Angeles County

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

APPROVAL OF MINUTES

- A. Approval of the minutes of the July 22, 1993 regular Commission meeting at the Pan Pacific Hotel in San Diego.

CONSENT CALENDAR

B.1 Receiving Course Certification Report

Since the July meeting, there have been 31 new certifications, one decertification, and 50 modifications. In addition, 566 telecourses have been certified, and five additional agencies have been certified for Proposition 115 training. In approving the Consent Calendar, your Honorable Commission receives the report.

B.2 Receiving Financial Report - First Quarter FY 1993/94

The first quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entries Into the POST Regular (Reimbursable) Program

The Grant Joint Union High School District Police Department, the San Bernardino City Unified School District, and the Marin County Coroner's Department have met the Commission's requirements and have been accepted into the POST Regular (Reimbursable) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 Receiving Information on New Entry Into the POST Specialized (Non-Reimbursable) Program

The Monterey Peninsula Airport District, Department of Public Safety, has met the Commission requirements and has been accepted into the POST Specialized (Non-Reimbursable) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.5 Receiving Information on Withdrawal from POST Regular (Reimbursable) Program

The Stanislaus County Marshal's Office has merged with the Stanislaus County Sheriff's Department and has withdrawn from the program. In approving the Consent Calendar, the Commission takes note they are no longer part of the POST reimbursement program.

B.6 Receiving Information on New Entries Into the Public Safety Dispatcher Program

Procedures provide that agencies that have expressed willingness to abide by POST Regulations and have passed ordinances as required by Penal Code Section 13522 may enter into the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that since the July meeting, the University of California, Los Angeles Police Department, Cal-Poly State University, and the Pomona Police Department have met the requirements and have been accepted into the POST Reimbursable Public Safety Dispatcher Program. These new entrants bring to 321 the number of agencies joining the program since it began July 1, 1989.

PUBLIC HEARING

C. Receiving Testimony on Proposal to Modify Policies and Specifications for the Regular Basic Course by Amending Commission Regulation D-1

Since 1985, presenters of the regular basic course have had the option of presenting curricula under either a 12-subject functional area format or a 40-subject knowledge domain system. In October of 1992, the Commission established mandatory testing and set minimum cut scores for each domain, eliminating the functional area option. This proposal seeks to update regulations (D-1) to reflect these changes.

In addition, further modification of D-1 is proposed to clarify terminology, establish the minimum required hours for each domain, and add formal learning activities as another vehicle by which instruction could be required. Training requirements for each domain would be detailed by referencing a new document entitled *Training Specifications for the Regular Basic Course (1993)*. This document contains instructional goals, required topics, prescribed learning activities, and test requirements for each of the subject areas which currently comprise the regular Basic Course.

Subject to the results of the public hearing, the appropriate action would be a MOTION to adopt the proposed regulation changes subject to approval as to form and content by the Office of Administrative Law.

BASIC TRAINING BUREAU

D. Report and Recommendation to Approval a contract with the San Diego Regional Training Center to provide four presentations of the Cultural Diversity Training for Basic Academy Instructors Course (ROLL CALL VOTE)

At its July meeting the Commission approved proposed additions to Basic Course curriculum regarding racial and cultural diversity. This curriculum was developed in response to a modification of Penal Code Section 13519.4 which requires this training for academy presentations beginning on or after August 1, 1993.

Because the training developed in response to this mandate involves experiential learning activities, focused group interaction, and interactive problem-solving sessions, an instructor development program specific to the subject matter was developed and two pilot sessions were presented. The emphasis of the program is to enhance instructional

quality and promote consistent delivery of course materials. Based on the success of the pilots and a prevailing need to qualify a sufficient number of academy instructors throughout the State, funding for four additional presentations at a cost not to exceed \$32,200 is being requested.

This would enable POST to train a cadre of instructors for all academies in this important subject matter. If the expenditure is approved, a contract would be awarded to San Diego Regional Training Center where past contracts and actual work has been done for POST on both experiential teaching methods and cultural awareness training.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign a contract with the San Diego Regional Training Center to provide four presentations of the Cultural Diversity Training for Basic Academy Instructors Course at a cost not to exceed \$32,200. (ROLL CALL VOTE)

TRAINING PROGRAM SERVICES

E. Report on Feasibility of POST Reimbursing for Approved Field Training Programs

At its July meeting the Commission considered and adopted policies to implement a training reimbursement reconfiguration. As part of the discussion, the Commission requested further information on the feasibility of reimbursing local agencies for costs incurred in managing POST-approved field training programs.

The report under this tab supports the continuance of the Commission's policy of approving field training programs that are based on job-related performance objectives. It further suggests that reimbursement to local agencies for field training costs would provide new economic resources, enhance the role of field training officers, and promote program standardization.

The POST Symposium on Law Enforcement Training Issues recommended that the POST-developed field training program continue to be used as a model. Modifications to enhance the program and improve the individual skill of field training officers were also suggested. Reimbursement would also stimulate adoption of the POST model program that is currently being revised to include the recommendations.

The cost of the field training reimbursement program is calculated based on the number of academy graduates during recent years at \$2 per training hour for 12 weeks. As

described in the report under this tab, annual cost would be in the range of \$1.5 to \$3.6 million. Current revenue projections would make funding local reimbursement of field training programs virtually impossible at this time. However, conceptual approval, combined with the Commission's effort to restore recent year's law enforcement training funding cuts, would be appropriate.

If the Commission concurs, the appropriate action would be a MOTION to approve the concept of reimbursing local agencies for costs associated with managing POST-approved field training programs but delay implementation of reimbursement until funds are available.

F. Report and Recommendation to Approve the Development of a Process for the Monitoring and Evaluation of POST Certified Courses using Police and Sheriff Staff as Monitors and Evaluators

Meetings with chief executives and organizations including CAPTO, CPCA and CPOA have consistently resulted in recommendations for increases in the monitoring of POST certified courses.

Chiefs and Sheriffs have shown interest in personal involvement in a program. They have also indicated willingness to involve senior staff from their agencies in both program development and on-site monitoring. Earlier, the Training Issues Committee expressed support for the need to monitor courses.

The initial approach would be to systematically monitor those course offerings that address the most sensitive and critical training topics which have high liability potential. Monitoring could be expanded to a sampling of other courses later on.

As described in the enclosed report, it is recommended that staff would meet with chiefs, sheriffs, and trainers to establish guidelines and to develop methods, instruments and resources for a pilot program. Cost of a pilot is estimated at \$19,050, principally in reimbursements for monitors' travel and per diem costs. The Long Range Planning Committee has reviewed the matter and concurs with the recommendation.

If the Commission agrees, the recommended action would be a MOTION to authorize the development of a pilot program for the monitoring and evaluation of POST certified courses.

G. Report on the Status of the Satellite Receiver/IVD Reimbursement Program

The report under this agenda item provides information on the status of the program through September 1993. To date 409 (76.3%) of the eligible agencies have purchased, installed, and are being reimbursed for satellite antennas and IVD delivery systems.

Approximately, \$3.9 million of the \$4.7 million originally estimated for the program has been either expended or encumbered for approved equipment requests. Also, the 122 remaining eligible agencies, should they desire to participate would require an additional \$940,000 in reimbursement.

Two policy issues growing out of the current program remain to be resolved. The first is whether the Commission should authorize reimbursement to smaller agencies for multiple systems in remote areas with very few personnel assigned. The second is whether the Commission should authorize reimbursement for larger agencies requesting more than one IVD system at each training site or substation. In view of financial concerns, as well as other policy issues, the recommendation remains to stay with the current program and not expand it at this time. Of course, the matter could be revisited as circumstances may indicate in the future.

If the Commission concurs, the appropriate action would be a MOTION to reaffirm current Commission policy relating to satellite and IVD reimbursement as expressed in current regulations.

H. Report and Recommendation to Approve a Contract for Master Instructor Training With the San Diego Regional Training Center in an Amount Not to Exceed \$21,000 (ROLL CALL VOTE)

POST has developed an Instructor Development Program with emphasis given to the development and pilot testing of the Master Instructor Development Program component. The Master Instructor program consists of three phases that develop the competencies of selected experienced instructors to a mastery level. Participants are expected to serve as mentors and trainers for all other instructors at all levels of instructional experience.

The development and pilot testing of Master Instructor Class #1 has concluded with excellent results. While the Commission could be pleased with the success to this point, there is need now to further develop a cadre of master instructors to materially improve the quality and effectiveness of all POST certified training.

In order to continue the program and initiate Class #2 (projected to begin in March, 1994) the Phase I Core Course and Phase II Learning Project Workshop total contract costs are estimated to be \$21,000 scheduled during the remainder of FY 93-94. (Details of how the Master Instructor Program provides the energy and direction to drive the larger Instructor Development Program are included in the report under this tab.)

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into a contract with the San Diego Regional Training Center for an amount not to exceed \$21,000. (ROLL CALL VOTE)

I. Authority to Sell POST Telecourses

POST has received requests for copies of POST telecourses from all over the United States. Procedures are not in place for POST to duplicate and sell video tapes directly away from their primary service responsibilities to provide telecourse training. Doing so would direct staff activity. An alternative would be to enter into a profit-making agreement with San Diego State University (the producer of POST's telecourses). SDSU/KPBS would take and fill orders and split any profits 50/50 with POST.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into an agreement with San Diego State University-KPBS for the sale of copies of POST telecourses to out-of-state law enforcement agencies, private parties, and in-state, non-law enforcement agencies.

TRAINING DELIVERY AND COMPLIANCE SERVICES

J. Report and Recommendation for Converting Basic Course Driver Training Tuition Courses to Contracts (ROLL CALL VOTE)

At its April 1993 meeting, the Commission acted to approve the selective conversion of tuition courses to contracts. This action provides for direct payment of tuition by POST, eliminating the need for agencies to pay tuition and wait for POST reimbursement. The decision was primarily driven by local agency budgeting problems. As before, this is a shift of POST expense from tuition reimbursement to contracts.

The Commission's approval of conversion to contracts was limited to high cost/high priority courses such as driver training in the Basic Course. At its July meeting, the Commission approved conversion to contracts for specific presenters of the Basic Narcotics course, the Basic

Motorcycle course, the ICI Core course, and for one presenter of driver training in the Basic Course. The report under this tab describes a proposal to convert the remaining presenters of Basic Course driver training from tuition to contract.

There should be no additional cost to POST other than contract administration. The cost to POST for contract administration time will be closely monitored.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to sign contracts with the named agencies in a total amount not to exceed \$504,735. (ROLL CALL VOTE)

MANAGEMENT COUNSELING

- K. Report on the Peace Officer Feasibility Study for the Department of Conservation, Division of Recycling, and Recommendation to Submit the Report to the Department of Conservation and the Legislature.

Penal Code Section 13540 requires persons interested in new classes of peace officers to seek a feasibility study from POST. POST conducts such studies pursuant to contracts for recovery of costs. Completed studies are submitted to both the Legislature and the requesting party.

The Director of the Department of Conservation, Edward G. Heidig, requested a study concerning the designation of certain auditor positions of the Department of Conservation as peace officers. The Department of Conservation does not currently employ any peace officers.

The report under this tab concludes that the work of the auditors does not demonstrate sufficient need for peace officer authority. The report also suggests the Department consider legislation to amend Section 830.11, Penal Code, to give the auditor positions the authority to serve arrest and search warrants within the limited scope of their employment.

If the Commission concurs, the appropriate action would be a MOTION to submit the completed feasibility study report, including recommendations, to the Director of the Department of Conservation and the Legislature.

CENTER FOR LEADERSHIP DEVELOPMENT

L. Report on Supervisory Leadership Institute Pilots

At the April 1992 Commission meeting, pilot test outreach presentations of the Supervisory Leadership Institute were approved. The intent of the pilots was to evaluate modified presentation formats in terms of cost effectiveness and overall impact on the course quality.

Two pilots were presented using different student staffing models. One pilot consisted of an equal number of students from the Los Angeles Police Department and the Los Angeles County Sheriff's Department. The students attending the other pilot were selected from 11 agencies located in Los Angeles and Orange Counties. The number of students varied depending on the size of the agency.

In contrast to the residency requirement of the traditional SLI, students attending the pilot presentations commuted to a central course site daily. This proved to be the least desirable aspect of both pilots. The distractions created by the commuter format resulted in attendance and participation problems in the classroom. Fatigue, coupled with competing demands for the students' time, left little time for the students to network and discuss issues informally. Many of the issues left open after classroom discussion were not resolved due to the inability of the students to gather after hours and continue the learning process, as usually occurs in the SLI program.

A third pilot was started in October 1993, again consisting of an equal number of students from the Los Angeles Police Department and the Los Angeles County Sheriff's Department. The residency requirement has been reinstated and the course is being held out of the Los Angeles area, in San Diego. The findings from this pilot presentation will be evaluated and a report will be brought to the Commission at the July 1994 meeting.

The pilot presentations were considerably less expensive than the live-in format because of not reimbursing for student travel and per diem. In that respect, the pilots demonstrated that money could be saved using the commuter format. Because of time pressures, much of the classroom work became time driven instead of content driven. Long commute times, coupled with a full agenda of academic activities, created fatigue and motivational problems for many of the students.

Though less costly, and while some learning did occur, the quality, effectiveness, and results of the pilot course were

judged to be unacceptably low when compared with the off-site format. The resulting recommendation is to not pursue the SLI commuter program.

If the Commission concurs, the appropriate action would be a MOTION to discontinue the commuter format for future SLI classes.

M. Report on Center for Labor/Management Training and Recommendation to Begin Center Activities

In October 1992, the Commission authorized the establishment of a Center for Labor and Management Training. Since that time, an implementation committee composed of labor leaders and chief executives has helped develop mutually acceptable goals for the Center. As described in the report under this tab, it is planned that the members of the implementation committee will continue to meet periodically as a Forum for Labor/Management Issues. Composition of the committee is also described in the report.

The major initial activity of the Center will be to develop and present courses, such as Leadership, Organizational Communications, and Role Identification, for attendance jointly by law enforcement executives and labor leaders. The Center's courses will be presented through a series of seminars within which communications and sharing between labor and management are maximized.

Implementation plans include recruiting and contracting with qualified workshop facilitators, developing workshop materials, and establishing a workshop schedule. The total costs of the programs presented by the Center are expected to be modest and within the Commission's current financial capabilities. The program is an important and innovative effort.

If the Commission concurs, appropriate action would be a MOTION to accept the report and approve the direction proposed and authorize the Center to begin activities as soon after January 1, 1994 as appropriate.

STANDARDS AND EVALUATION

N. Report and Recommendation on Advisory Committee Proposal to Further Examine Physical Abilities Requirements for Peace Officers

Pursuant to a request from the Advisory Committee, at the July 22, 1993 Commission meeting, staff was directed to prepare a proposal for conducting a longitudinal study of the changes that occur in officers' physical attributes and

physical job task performance capabilities. Such a study would permit further assessment of the adequacy of POST's current basic academy physical testing requirement, and would provide information of value to both the Commission and local agencies concerning the need for in-service fitness programs.

While difficult to estimate at this time, the costs to conduct a longitudinal study could be substantial. Further, other factors, including current budgetary constraints, call into question the wisdom of conducting such a study - especially at this time. For these reasons, staff recommends the Commission defer action on conducting a longitudinal study, and approve two lesser actions that would provide the Commission and local agencies with information germane to the in-service fitness programs. Specifically, it is recommended that the Commission authorize staff to:

- (1) Establish an information clearinghouse on law enforcement fitness/wellness programs (initiated by a statewide survey of existing programs and program evaluation information); and
- (2) Conduct a search of the recent, published research on workplace fitness/health programs (with a report disseminated to interested agencies as part of the clearinghouse function).

If the Commission concurs, the appropriate action would be a MOTION to approve the staff recommendations.

EXECUTIVE OFFICE

- O. Report on Teale Data Center's Study on the Adequacy of POST's Computer System and Recommendation to Implement Findings (ROLL CALL VOTE)

In June 1993, POST obtained the services of the State's Stephen P. Teale Data Center consultants to conduct a feasibility study to improve POST computer operations. The Teale Study found that POST's DEC VAX 8350 minicomputer, purchased in 1987, has outlived its life cycle and is no longer adequate for the needs of POST and its client agencies and presenters.

In order to improve service to the field and allow the Commission to communicate electronically with member agencies in the future, the Teale study recommends an upgraded DEC minicomputer linked with a local area network (LAN).

Of paramount importance is moving toward a paperless environment with attendant efficiencies. Major reduction in costs can be achieved through reduced paper handling and reduced storage space. Savings can also be derived through the use of the software features of a LAN. Also of importance is the expanded communication capabilities of employees when they are utilizing a LAN. While savings and efficiency estimates cannot be specified at this time, they are thought to be significant.

Updated computer and communications software and hardware will benefit the Commission's client agencies and presenters through improved internal and external communications, more timely and efficient work flow in responding to requests for information, and in generating reports and reimbursement payments.

Teale consultants advise that they can develop, install and maintain the full system for POST as a "turn-key" operation for one full year (see report under this tab). The current Interagency Agreement (IA) with Teale can be amended to cover the costs. The upgraded system will cost \$200,000. Teale will accept a two-year interagency agreement to split the project cost over two fiscal years. A savings from the current \$65,000 Teale Interagency Agreement could reduce the new contract's amount correspondingly.

If approved, the cost for this will be paid over two years out of the Administrative Budget, not from the separate training budget. Improved computer services will help the field by reducing paper flow and making communication with POST easier. But, it will not affect or reduce the resources budgeted for training and reimbursement.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to amend the current Teale Data Center Interagency Agreement (FY 93/94) for an amount not to exceed \$100,000 to develop, install, and maintain (for one year) a LAN computer system at POST, with an additional amount, not to exceed \$100,000, added to the FY 94/95 Teale Interagency Agreement for services.
(ROLL CALL VOTE)

P. Report on Presentations to Legislators and Chiefs and Sheriffs

At its July 1993 meeting, the Commission instructed the Executive Director to meet with law enforcement organizations with information they might use to inform the legislators about the critical need for POST's standards and training, and corresponding financial support. The

Executive Director will report on the presentations made to date.

Q. Proposal to Rename the Institute of Criminal Investigation the "Robert Presley Institute of Criminal Investigation"

This proposal concerns renaming the ICI as the Robert Presley Institute of Criminal Investigation in honor of Senator Robert Presley and in recognition of his support. Senator Presley has represented Riverside County in the State Senate since 1974 after having served in the Riverside Sheriff's Department and achieving the rank of Undersheriff. Senator Presley has been and continues to be a strong supporter of law enforcement and POST. He has carried major bills that have aided POST in its mission of developing and presenting quality training to law enforcement. The purpose of this proposal is to recognize the Senator for his significant contribution to law enforcement training through his ongoing support of POST's goals and objectives.

If the Commission concurs, the appropriate MOTION would be to authorize the ICI to be renamed the Robert Presley Institute of Criminal Investigation, effective immediately.

R. Report on November 3 Technology Demonstration

The Technology Demonstration was held on November 3 in Huntington Beach. This item is on the agenda to give Commissioners an opportunity to discuss demonstrations presented at the workshop.

S. Request for Acceptance of First Aid/CPR IVD Training Course and Authorization for Release of Request for Proposal (RFP) for Marketing of the Courseware

Industrial Training Corporation (ITC) has been developing the First Aid/CPR training starting in March 1992. The first three discs dealing with First Aid were completed in December 1992. Development of the fourth disc was significantly delayed due to variety of reasons, including a patent conflict, and is still in the process of final revisions. An evaluation testing must still be completed at a selected site in California before final acceptance by the Commission.

Selected portions of the courseware were available for the Commission technology workshop on November 3, 1993. The final evaluations may be delayed while revisions to the courseware are being completed. Efforts will be made to work with the contractor to deliver the courseware in a timely manner, but it will not be accepted until all steps have been completed to POST's satisfaction.

The rights to market this course for the Commission will be negotiated after the issuance of a Request for Proposal (RFP). Staff has developed an RFP to address the issues relevant to negotiating a contract to implement a marketing program for the courseware. It would be appropriate to authorize the Executive Director to issue the RFP. A recommendation to award a contract for the marketing agreement would be brought to the Commission at the April 1994 meeting.

If the Commission concurs, the recommended action would be a MOTION to authorize the Executive Director to: (1) accept the First Aid/CPR IVD courseware when the course has been completed by ITC and all corrections, testing, and evaluations are complete; and (2) release a Request for Proposal (RFP) to market the courseware upon completion and acceptance of the program.

COMMITTEE REPORTS

T. Finance Committee

Commissioner Ortega, Chairman of the Finance Committee, will report on the Committee meeting held on November 2, 1993 in Huntington Beach.

U. Long Range Planning Committee

Chairman Block, who also chairs the Long Range Planning Committee, will report on the Committee meeting held on October 5, 1993 in Los Angeles.

V. Legislative Review Committee

Chairman Block, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held November 4, 1993 in Huntington Beach.

W. Advisory Committee

The Chairman of the POST Advisory Committee, will report on the Committee meeting held November 2, 1993 in Huntington Beach.

OLD/NEW BUSINESS

X. Appointment of Advisory Committee Member

The California Highway Patrol has submitted the name of Donald Menzmer to fill the unexpired term of Jack Healy who resigned because of a job transfer. The appointment will expire September 1996.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 20, 1994 - Westin Hotel, Costa Mesa
April 21, 1994 - Hotel Sainte Claire - San Jose
July 21, 1994 - Red Lion Hotel - San Diego
November 3, 1994 - Northern California



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

COMMISSION MEETING MINUTES

July 22, 1993
Pan Pacific Hotel
San Diego, CA

The meeting was called to order at 10:20 a.m. by Vice-Chairman Leduc.

Commissioner Campbell led the flag salute.

A calling of the roll indicated a quorum was present.

Commissioners Present:

Collene Campbell
Jody Hall-Esser
Marcel Leduc
Ronald Lowenberg
Daniel E. Lungren, Attorney General
Raquel Montenegro
Manuel Ortega
Devallis Rutledge
Floyd Tidwell

Commissioners Absent:

Sherman Block, Chairman
Edward Hunt
Bernard Parks

POST Advisory Committee Members Present:

Cois Byrd
Charles Brobeck
Don Brown
Norman Cleaver
Marie Danner
Joe Flannagan
Donald Forkus
Alicia Powers
Judith Valles

Staff Present:

Norman C. Boehm, Executive Director
Glen Fine, Deputy Executive Director
Hal Snow, Assistant Executive Director
Ron Allen, Bureau Chief, Training Delivery and Compliance
Dennis Aronson, Senior Instructional Designer, LTRC

John Berner, Bureau Chief, Standards and Evaluation
Graham Breck, Senior Instructional Systems Engineer, LTRC
Bob Fuller, Bureau Chief, Basic Training
Tom Liddicoat, Budget Officer, Administrative Services
Jan Myyra, Instructional Designer, LTRC
Otto Saltenberger, Bureau Chief, Training Programs
Ken Whitman, Bureau Chief, Learning Technology Resource Center
Frederick Williams, Bureau Chief, Administrative Services
Vera Roff, Administrative Assistant

Visitor's Roster:

David Arce, San Diego Police Department
Scott Bois, San Diego Sheriff's Department, LETC
John Brimmage, Orange County Deputy Sheriff's Assn.
Gary Creason, Southwestern College Basic Academy
Jim Flack, AGC Simulator Products
Hugh Foster, Golden West College
Barbara Harrison, San Diego Regional LETC
Ed Hendry, Orange County Sheriff's Department
I. F. Patino, Rio Hondo Community College
Jerry Pierson, Orange County Deputy Sheriff's Assn.
Mitch Rivera, Orange County Sheriff's Department
Bob Thorburn, San Diego Police Department

ANNOUNCEMENTS

It was announced that former Commissioner Alex Pantaleoni recently passed away. A moment of silence was held in his honor.

It was also announced that Chairman Sherman Block's health continues to improve and he is currently back at work.

APPROVAL OF MINUTES

- A. MOTION - Tidwell, second - Lowenberg, carried unanimously to approve the minutes of the April 15, 1993 regular Commission meeting at the Pan Pacific Hotel in San Diego.

CONSENT CALENDAR

- B. MOTION - Lowenberg, second - Hall-Esser, carried unanimously to approve the following Consent Calendar:

B.1 Receiving Course Certification Report

B.2 Receiving Financial Report - Fourth Quarter FY 1993/94

B.3 Receiving Information on New Entries of the Murietta Police Department and the California State University, San Marcos, Into the POST Regular Program

- B.4 Receiving Information on New Entry of the Oakland Park Rangers, City of Oakland, Into the POST Specialized Program
- B.5 Receiving Report on Withdrawal of Maricopa Police Department from the POST Regular Program
- B.6 Receiving Information on New Entry of the University of California - Irvine Police Department, Into the Public Safety Dispatcher Program

BASIC TRAINING BUREAU

- C. Scheduling a Public Hearing on the Proposal to Modify Policies and Specifications for the Regular Basic Course by Amending Commission Regulation D-1

Staff reported that since 1985, presenters of the regular basic course have had the option of presenting curricula under either a 12-subject functional area format or a 40-subject knowledge domain system. In October of 1992, the Commission established mandatory testing and set minimum cut scores for each domain, eliminating the functional area option. This proposal seeks to update regulations (D-1) to reflect these changes.

In addition, further modification of D-1 is proposed to clarify terminology, establish the minimum required hours for each domain, and add formal learning activities as another vehicle by which instruction could be required. Training requirements for each domain would be detailed by referencing a new document entitled *Training Specifications for the Regular Basic Course (1993)*. This document contains instructional goals, required topics, prescribed learning activities, and test requirements for each of the subject areas which currently comprise the regular Basic Course.

MOTION - Lowenberg, second - Hall-Esser, carried unanimously to schedule a public hearing in conjunction with its November 4, 1993 meeting for purposes of adopting the proposed regulation changes.

- D. Approval to Adopt Changes to the Regular Basic Course Performance Objectives Including Addition of Cultural Awareness Training

It was reported that recently enacted Penal Code Section 13519.4 requires the Commission to adopt racial and cultural diversity training in the Basic Course by August 1, 1993.

It was also reported that there was a need for additional changes to the Basic Course curriculum. These changes include:

- o Deletion of three performance objectives.
- o Addition of two performance objectives and two learning activities.
- o Twenty-three changes which are administrative adjustments in specification without altering content of the Basic Course.
- o Twenty-three substantive revisions which modify performance objectives to be more clear, specific, complete, and contemporary.

MOTION - Tidwell, second - Lowenberg, carried unanimously to adopt, subject to the results of the Notice of Regulatory Action, proposed curriculum changes to the regular basic course to be effective upon approval as to form and procedure by the Office of Administrative Law.

There was a discussion concerning the need for training peace officers in handling victims of violent crimes. Staff was directed to review this issue and to report back at the November Commission meeting.

E. Revision to the Basic Training Regualification Course

The Regualification Course was developed in 1988 to facilitate reemployment of peace officers with a three-year or longer break in service, to regualify students who had completed the Basic Course but were not been hired within three years, and to assist persons needing to prepare for the Basic Course Waiver Examination process. Since 1988, the course has been modified several times to adjust minimum hours and to incorporate legislatively-mandated subject matter.

Staff proposed the addition of a 16-hour block of instruction on cultural diversity to conform to recent changes to Penal Code Section 13519.4 which requires this training effective August 1, 1993. Further modification of the course was proposed to reapportion time allotted to other subjects to more accurately reflect instructional needs. These changes include four hours of instruction added to legal review, four hours added to defensive tactics/arrest control techniques, and the deletion of eight hours of instruction on report writing. Overall program hours would increase from 120 to 136 hours.

MOTION - Tidwell, second - Ortega, carried unanimously to approve changes to the Regualification Course.

F. Approval of Proposed Modifications to the P.C. 832 Arrest/Firearms Course

The P.C. 832 course curriculum was last revised in November 1991. A recently-completed review suggests the need for modest content changes and substantial revisions to the existing performance objectives. The recommended changes clarify instructional intent for testing, reflect course maintenance issues such as language changes, or clarify content. Additionally, performance objectives will be revised to conform to Basic Course performance objectives where appropriate.

The 64 hours presently required to complete the Arrest (40 hours) and Firearms (24 hours) course will not be impacted by these modifications.

MOTION - Hall-Esser, second - Montenegro, carried unanimously to adopt, subject to results of the Notice of Regulatory Action, changes to the P.C. 832 course, to be effective upon approval as to form and procedure by the Office of Administrative Law.

TRAINING PROGRAM SERVICES

G. Approval of a Contract (\$66,000) to Train ICI Core and Foundation Course Instructors in Techniques of Experiential Learning

The Commission recently authorized full implementation of the Institute for Criminal Investigation (ICI). The Institute includes an 84-hour core course, foundation courses in key areas of investigative specialization, and an array of specialized courses and seminars.

To prepare additional instructors for the core and foundation courses, it was proposed that four presentations of the instructor development course be funded in FY 93/94.

MOTION - Lowenberg, second - Tidwell, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to sign a contract with the San Diego Regional Training Center in an amount not to exceed \$66,000 for instructor development training associated with the ICI program.

H. Approval to Acquire 500 Additional Sets of Courseware for Driver Training IVD Via Contract (\$51,000)

The driver training IVD course was made available to trainers and law enforcement agencies in 1992. POST's supply of this courseware has now been exhausted. Staff reported that, based upon continuing demand stimulated by the Commission's program to reimburse agencies for purchase of IVD equipment, it is estimated that 500 additional courseware sets will be needed.

MOTION - Hall-Esser, second - Campbell, carried unanimously by ROLL CALL VOTE to authorize purchase of the 500 additional sets of the IVD driver training courseware sets in an amount not to exceed \$51,000.

TRAINING DELIVERY AND COMPLIANCE SERVICES

I. Approval for Converting Selected Tuition Courses to Contracts

At its April 1993 meeting, the Commission acted to approve the conversion of selected tuition courses to contracts. The approval was limited to high cost/priority courses certified to the following agencies:

<u>Agency</u>	<u>Course</u>	<u>Total Dollars</u>
Gavilan College	Basic Narcotics	\$ 61,132
Orange Co. SD	Basic Narcotics	70,000
San Mateo PD	Basic Motorcycle	75,900
San Bern. SD	Basic Motorcycle	159,696
San Bern. SD	Basic Driver Training	383,040
San Diego Reg. Trng. Center	ICI Core Course	120,000
Sacto Public Safety Trng.Ctr	ICI Core Course	120,000
San Diego SD	Basic Motorcycle	28,650
San Diego PD	Basic Motorcycle	69,060
Los Angeles PD	Basic Motorcycle	72,525
Long Beach PD	Basic Motorcycle	55,500
CHP	Basic Motorcycle	196,380

MOTION - Montenegro, second - Ortega, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to sign contracts with the named agencies in amounts not to exceed those specified in this report.

EXECUTIVE OFFICE

J. Setting the Per Student Hourly Rate for Training Presentation Reimbursement and Approving Clarifying Regulation and Procedure Changes Using the Abbreviated Public Notice Process

At its January meeting, the Commission voted unanimously to shift away from reimbursing salary to reimbursing participating agencies for course development and presentation costs. This change became effective July 1, 1993.

Subsequent to the January meeting, staff has met with agency presenters, identified issues requiring resolution, and developed recommended solutions. The principle recommendations include: (1) limit training presentation reimbursement to 100% of actual course costs; (2) require agency presenters seeking training presentation reimbursement to submit course budgets; (3) set rates and reimburse training presentation costs quarterly; and (4) defer reimbursement for course development pending further analysis.

Two related issues also surfaced during the review: (1) the need to develop a program for on-site monitoring of POST-certified courses; and (2) the need to consider reimbursement for conducting POST-approved field training programs. It was recommended that the Commission direct staff to conduct further analysis of these issues and report back in November.

The Finance Committee reviewed the staff report and recommended the Commission approve training presentation cost reimbursement for the first quarter of FY 93/94 in the amount of \$2.00 per student hour.

The Commission reviewed the proposed changes in POST regulations and procedures to accommodate the new reimbursement system. The regulation and procedure changes would delete references to salary reimbursement and add clarifying language related to presentation cost reimbursement.

MOTION - Ortega, second - Lowenberg, carried unanimously to: (1) adopt recommendations as described; (2) adopt, subject to the results of the abbreviated public notice process, regulation and procedure changes as described (Attachment E); and (3) set the initial per student hour rate for training presentation reimbursement for the first quarter of FY 93/94 in the amount of \$2.00 per student hour.

K. Status Report of the Satellite Receiver/IVD Reimbursement Program

It was reported that to date 393 (73%) of the eligible agencies have purchased, installed, and are being reimbursed for satellite antennas and/or IVD delivery systems.

MOTION - Lungren, second - Campbell, carried unanimously to receive the report. Staff will report back at the November meeting on policy issues relating to agencies requesting multiple systems or multiple training sites

L. Approval of a Pilot Law Enforcement Driver Training Program Using AGC Driver Simulators by Contracting with Three Driver Training Presenters - \$855,000

For the past several months, AGC Simulation Products (a division of ATARI) has been testing two driver training simulator prototypes at the San Bernardino Sheriff's Department (SBSD).

Staff proposed that a pilot program be initiated, using the AGC simulators, for the purpose of improving officers' judgment and decision-making skills in pursuit and emergency response situations. Simulator scenarios would be jointly designed by SBSB staff and a select group of driver training subject-matter experts (SMEs). Scenarios would be made available to other law enforcement agencies at no cost. POST's Standards and Evaluation Services Bureau would participate in design of the scenarios and direct the project evaluation.

It was further proposed that San Bernardino Sheriff's Department and two additional presenters comprise a three-presenter pilot program. Each site would have a pod consisting of four simulators and an instructor's station. Project costs, including equipment and instructional support services, would total approximately \$855,000 for the 1993/94 year.

MOTION - Campbell, second - Hall-Esser, carried unanimously by ROLL CALL VOTE to authorize the Executive Director to contract with San Bernardino Sheriff's Department and two other driver training presenters for the purpose of introducing the AGC driver training simulators as part of POST's driver training program, at a total cost not to exceed \$855,000.

M. Approval to Release an RFP Seeking a Vendor to Revise and Upgrade P.C. 832 IVD Courseware

The Commission in 1986 contracted for development of a computer/video (IVD) based program to present the P.C. 832 Arrest and Firearms course. The course is required by law for all California peace officers.

Since the courseware was developed, the Commission has made several changes to P.C. 832 course content. These content changes need to be reflected in the IVD courseware. In the intervening time, great advances have been made in IVD technology. These advances also need to be incorporated in the P.C. 832 IVD courseware to increase utility for instructors and make the system easier to operate for students.

The scope of revisions proposed are estimated to be in the price range of \$350,000 to \$450,000. Commission costs would be offset by \$100,000 from the Community College Chancellor's Office. In-kind pledges from major users could reduce costs further.

MOTION - Montenegro, second - Hall-Esser, carried
unanimously to authorize release of an RFP to upgrade the P.C. 832 IVD courseware.

N. Increasing the Existing Contract with the State Department of Water Resources from \$9,900 to \$13,202 for Microfilming Services

For a number of years the Commission has had an interagency agreement with the State Department of Water Resources for microfilming services. The FY 92/93 agreement was in an amount not to exceed \$9,900. A high volume of microfilming of POST records in the last quarter indicates that charges for this service will reach \$13,202.10.

MOTION - Lungren, second - Tidwell, carried unanimously by
ROLL CALL VOTE authorizing the Executive Director to increase the interagency agreement for microfilming services with the Department of Water Resources to an amount not to exceed \$13,202.10.

COMMITTEE REPORTS

O. Long Range Planning Committee

Commissioner Leduc reported on the Committee meetings held on May 27, 1993 in Los Angeles, and July 22, 1993 in San Diego.

The Committee discussed the need to take steps to better ensure legislative support of the POST budget. The Committee recommended that the Executive Director meet with local Chiefs' and Sheriffs' Associations, city managers, labor and other associations in an effort to increase the support for the POST budget.

The Committee recommended that an instructional technology showcase be held in conjunction with the November Commission meeting. The purpose would be to present demonstrations of the latest technology being used to deliver training to law enforcement.

MOTION - Hall-Esser, second - Montenegro, carried unanimously to approve the concept of holding an instructional technology demonstration meeting on November 3, 1993. Invitations are to be extended to key administration and legislative officials, related news media, city/county officials, and others.

The Committee reviewed the Executive Director's performance in light of setting annual vacation and education expense allowances. (The Director's compensation package is otherwise set by the State.) The Committee recommended continuation of the current 33 days vacation and \$5,000 annual educational expense.

MOTION - Campbell, second - Ortega, carried unanimously to approve the Committee's recommendation.

P. Finance Committee

Commissioner Ortega, Chairman of the Finance Committee, reported on the Committee meetings held on June 22, 1993 in Orange County and July 21, 1993 in San Diego.

In addition to items previously discussed on the agenda, the Committee reviewed the following:

1. Year-End Financial Report - The report indicated that finances fell approximately \$1.5 Million below projections. Of special significance is that FY 92/93 revenues are 19%, approximately \$8 million below the level received in FY 90/91. The principle reason for this decline is changes made in the penalty assessment system effective July 1, 1991, including provisions for transfer of 30% of revenue to the State General Fund. It is likely that we are seeing stabilization of POST revenues at this lower level.

Reduced levels of training, brought about by local financial constraints, have enabled more or less normal

reimbursements to continue in the face of that lower revenue level. In the future, however, rising demands for training will demand means of increasing the revenue base.

2. Disbursement of unexpended training reimbursement claims in FY 92/93 - Staff reported that POST ended FY 92/93 with \$1.28 million unexpended. The Committee recommended that these monies be carried over in the 93/94 FY and used to pay reimbursement claims for the prior year's training received in the new Fiscal Year. This will have the effect of augmenting this year's reimbursement budget.

MOTION - Campbell, second - Tidwell, carried unanimously to approve the recommendations of the Finance Committee.

Q. Legislative Review Committee

Commissioner Tidwell reported on the results of the Committee meeting held July 22, 1993 just prior to the Commission meeting and recommended the following positions on current legislation of interest to POST:

1. AB 114 (Burton) - Drug Asset Seizures

This bill would delete the existing sunset provision on California's drug asset seizure law and make substantial changes.

Recommended Position: Oppose Unless Amended

2. SB 594 (Alquist) - Peace Officer Status: Santa Clara County Correctional Officers

This bill would grant peace officer status to the correctional officers of Santa Clara County and establish an exemption to the feasibility study requirement.

Recommended Position: Neutral

3. SB 1206 (Hurt) - Arrest Records

This bill would make available to law enforcement arrest records of persons who successfully completed a diversion program.

Recommended Position: Support

4. SB 1255 (Hughes) - School Safety Penalty Assessment

This bill would add \$5 state penalty assessment on criminal and traffic fines for school safety programs.

Recommended Position: Oppose Unless Amended

5. SCA 22 (Maddy) - Protection of Public Safety

This constitutional amendment would give priority to setting aside from all revenues available an amount sufficient to fund adequate protection of public safety services.

Recommended Position: Support

MOTION - Tidwell, second - Lungren, carried unanimously to approve the recommendations of the Legislative Committee.

R. Advisory Committee

Cois Byrd, Chairman of the POST Advisory Committee, reported on the Committee meeting held July 21, 1993 in San Diego.

In addition to items previously addressed on the agenda, the Committee received a staff report on POST's current physical conditioning and physical testing standard for basic academy trainees. The Committee requested that a proposal be prepared for evaluating both the long-term physical capabilities of those who meet the current POST requirements and the impact of those physical capabilities on job performance.

There was consensus that staff would develop a proposal for presentation at the November meeting.

OLD/NEW BUSINESS

S. Appointment of Advisory Committee Members

Vice-Chairman Leduc made the following recommendations:

- o Reappoint the following members for a three-year term of office beginning in September 1993:

Jack Healy, representing California Highway Patrol (CHP);

Ernest R. Leach, representing California Community Colleges; and

Marie Danner, as a public member representative.

- o Appoint Sheriff Charles Byrd, representing California State Sheriffs' Association (CSSA), for a three-year term of office beginning in September 1993.

MOTION - Montenegro, second - Hall-Esser, carried unanimously to accept the reappointments of Jack Healy, Ernest R. Leach, and Marie Danner and the appointment of Charles Byrd as members of the Advisory Committee.

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

November 4, 1993 - Waterfront Hilton - Huntington Beach
January 20, 1994 - Westin Hotel, Costa Mesa
April 21, 1994 - Hotel Sainte Claire - San Jose
July 21, 1994 - San Diego

MOTION - Tidwell, second - Hall-Esser, carried unanimously to adjourn the meeting at 12:15 p.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Course Certification/Decertification Report		Meeting Date November 4, 1993	
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen, Chief <i>[Signature]</i>	Researched By Rachel S. Fuentes <i>[Signature]</i>	
Executive Director Approval <i>[Signature]</i>	Date of Approval 10/19/93	Date of Report October 7, 1993	
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the July 22, 1993 Commission meeting:

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Ethics & Value-Organizational	State Center Reg. Training Facility	Technical	IV	\$ 2,050
2.	Traffic Collision-Intermediate Skidmark	State Center Reg. Training Facility	Technical	IV	7,525
3.	Welfare Fraud Inv. Update	UC, Davis	Technical	N/A	-0-
4.	Skills & Knowledge Modular Training	Chico P.D.	Technical	IV	2,160
5.	Crime Scene Inv.	College of the Siskiyous	Technical	IV	2,880
6.	Tracking, Wilderness	Gavilan College	Technical	IV	4,000
7.	Canine Liability for Managers	CPOA	Mgmt. Sem.	III	11,520
8.	Gang Reporting Eval. and Tracking (GREAT)	Oakland P.D.	Technical	IV	14,080
9.	Driver Training Update	Sacramento S.D.	Technical	IV	12,288

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
10.	Critical Incident Stress Debriefing	The Centre for Living with Dying	Mgmt. Sem.	III	\$19,152
11.	Skills & Knowledge Modular Training	Contra Costa Co. Municipal Risk Mgmt. Ins. Auth.	Technical	IV	11,250
12.	Skills & Knowledge Modular Training	Sunnyvale DPS	Technical	IV	1,800
13.	First Responder Guidelines-Hostage Situations	FBI, San Diego	Technical	IV	1,800
14.	Semi-Automatic Pistol	Martinez Adult School	Technical	IV	4,000
15.	Train-the-Trainer-Sexual Harassment	Natl. Assoc. of Prof. Stds.	Technical	III	173,680
16.	Supervisory Survival Skills	Ray Birge & Associates	Supv. Trng.	III	55,020
17.	11550 Drug Recogn.	Santa Rosa TC	Technical	IV	7,776
18.	Training Conference	San Diego DA Inv. Assoc.	Technical	N/A	-0-
19.	Skills & Knowledge Modular Training	Victor Valley Col.	Technical	IV	6,825
20.	Gang Reporting Eval. & Tracking (GREAT)	Los Angeles S.D.	Technical	III	60,000
21.	Forensics Wound Pathology	Calif. Crim. Inst.	Technical	IV	3,780
22.	Community Oriented Policing for Supervisors	Justice Training Institute	Supv. Sem.	III	21,128
23.	Environmental Crimes Inv.	Los Medanos Col.	Technical	IV	19,300

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
24.	Emergency Tactical Spanish for Police Ofcrs	Sacramento P.D.	Technical	N/A	\$ -0-
25.	Defensive Tactics Inst.	Sacramento PSC	Technical	IV	6,720
26.	SWAT Update	FBI, San Francisco	Technical	IV	55,290
27.	The Microscopy of Rape Evidence	Calif. Crim. Inst.	Technical	IV	2,840
28.	Hate Crime Inv.	FBI, San Francisco	Technical	IV	35,700
29.	Driver Awareness	Glendale Comm. College	Technical	IV	1,020
30. - 34.	5 additional Proposition 115 Hearsay Evidence Testimony Course Presenters have been certified as of 10-7-93. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 266 presenters of Proposition 115 have been certified.				
35. - 620.	585 additional Telecourses certified as of 10-7-93. To date, 242 Telecourse presenters have been certified and 2,041 Telecourses certified.				

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1.	Interview & Interrogation Techniques	San Mateo College	Technical	III

TOTAL CERTIFIED	<u>31</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>05</u>
TOTAL TELECOURSES CERTIFIED	<u>566</u>
TOTAL DECERTIFIED	<u>01</u>
TOTAL MODIFICATIONS	<u>50</u>

3,424 Courses certified as of 10-07-93
539 Presenters certified as of 10-07-93

809 Skills & Knowledge Modules certified as of 10-07-93
70 Skills & Knowledge Presenters certified as of 10-07-93

4,233 TOTAL CERTIFIED COURSES

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Financial Report - First Quarter 1993-94		Meeting Date November 4, 1993
Bureau Administrative Services Bureau	Reviewed By Frederick E. Williams	Researched By Staff
Executive Director Approval <i>Norman C. Spelman</i>	Date of Approval 10-29-93	Date of Report October 15, 1993
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through September 30, 1993. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1993-94 Budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through September 30, 1993, we received \$7,546,828. The total is \$1,504,172 (17%) less than currently anticipated on a straight line projection (see Attachment 1A) and is \$2,169,556 (22%) less than received for the same period last fiscal year.

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 7,160 trainees for the first quarter represents a decrease of 11 compared to the 7,171 trainees reimbursed during the similar period last fiscal year.

REIMBURSEMENT BY COURSE CATEGORY - This report, identified as Attachment 3, compares the reimbursement paid by course category this year with the amount reimbursed last fiscal year. First quarter reimbursement of \$3,062,540 represents a \$809,993 (21%) decrease compared to last fiscal year. The decreased level of reimbursement is due to the termination of salary reimbursement for courses starting in the current fiscal year (see Attachment 3A). *this is reflected in Attachment 3A*

ANALYSIS AND RECOMMENDATION - The First Quarter training volume and reimbursement expenditures remain well within fiscal year projections. Revenue received for the first three months of this fiscal year is 17% below budgeted expectations. Ordinarily, it would be too early to draw conclusions based on the first quarter revenue and expenditures. However, on the revenue side, as a result of AB 2409, Statutes of 1992, we now see consistency from one month to the next. Since January 1993, monthly revenue has been consistent and in the range of \$2.6 million. Assuming revenue remains at this average for the next 9 months, annual penalty assessment revenue is projected to total \$30.7 million. Because of this, an analysis of contingency measures will be reviewed by the Finance Committee ~~when it meets on November 2, 1993.~~

this date.
 BECAUSE of the projected Budget Shortfall, we HAVE REVISED OUR FIGURES AND DEVELOPED SOME INFORMATION CONCERNING

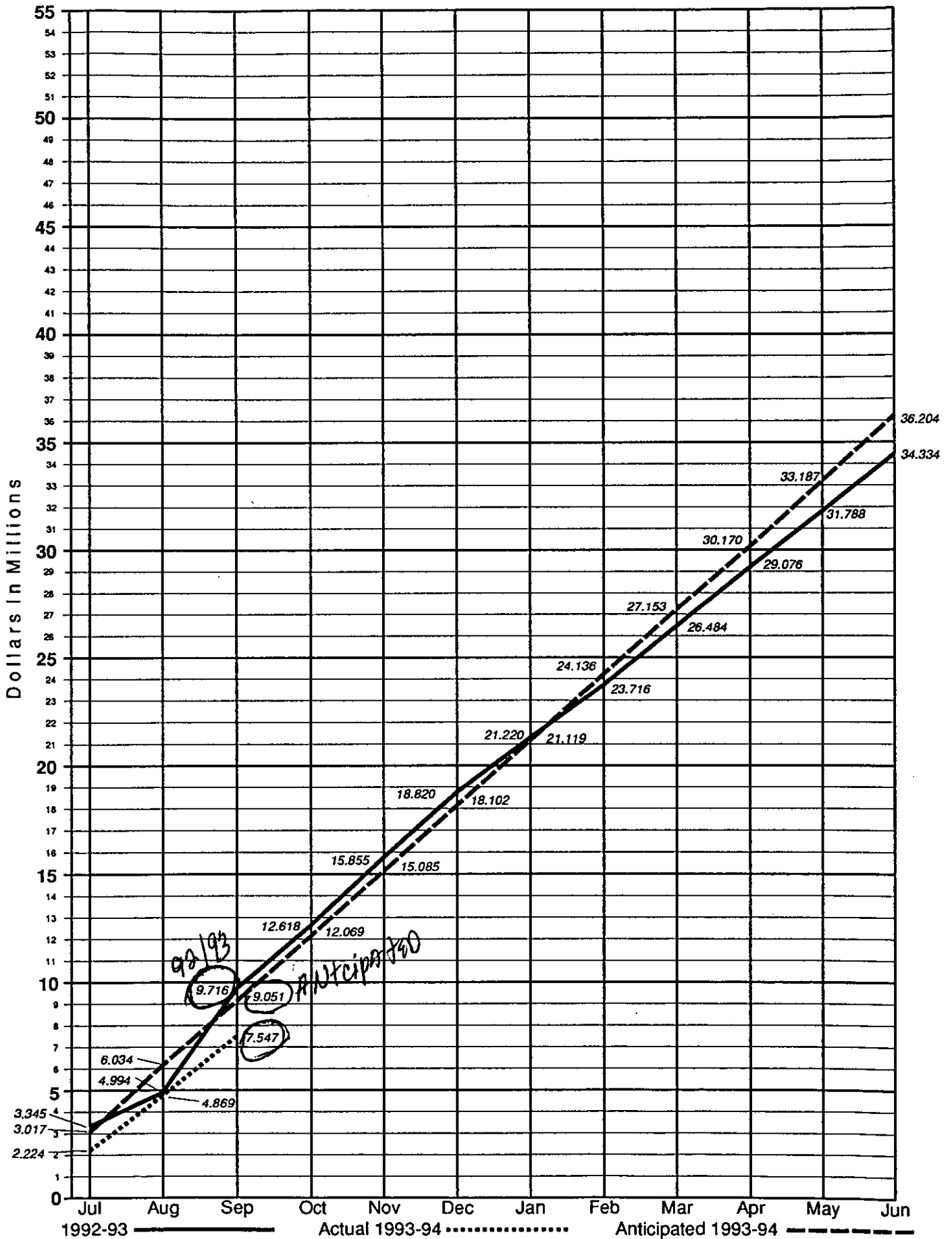
MEANS OF ADDRESSING THE POSSIBLE EVENTUALITY OF SUCH A SHORTFALL - Tom will provide info on these developments

COMPARISON OF REVENUE BY MONTH									
FISCAL YEARS 1992-93 AND 1993-94									
<div> <div>1992-93</div> <div>1993-94</div> </div>									
MO	PENALTY ASSESSMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	OTHER **	TOTAL	% OF EST	% OF EST
JUL	3,328,543	16,927	3,345,470	3,017,000	2,224,418		2,224,418	73.73%	73.73%
AUG	1,638,281	9,755	4,993,506	6,034,000	2,644,649		2,644,649	87.66%	80.69%
SEP	4,700,348	22,530	9,716,384	9,051,000	2,674,196	3,565	2,677,761	88.76%	83.38%
OCT	2,882,743	19,297	12,618,424	12,068,000			0	0.00%	62.54%
NOV	3,207,262	29,649	15,855,335	15,085,000			0	0.00%	50.03%
DEC	2,945,291	19,005	18,819,631	18,102,000			0	0.00%	41.69%
JAN	2,252,045	147,914	21,219,590	21,119,000			0	0.00%	35.73%
FEB	2,461,959	34,737	23,716,286	24,136,000			0	0.00%	31.27%
MAR	2,764,158	3,881	26,484,325	27,153,000			0	0.00%	27.79%
APR	2,568,778	22,949	29,076,052	30,170,000			0	0.00%	25.01%
MAY	2,677,804	34,424	31,788,280	33,187,000			0	0.00%	22.74%
JUN	2,364,064	181,422	34,333,766	36,204,000			0	0.00%	20.85%
TOT	33,791,276	542,490	34,333,766	36,204,000	7,543,263	3,565	7,546,828	20.85%	20.85%

** . Includes \$2,633 from coroner permit fees (per Ch 990/90)

Comparison of Revenue by Month Fiscal Years 1992-93 and 1993-94

Attachment 1A



Commission on POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - FOR CLAIMS PROCESSED

September 1993

Attachment 2

increase of over 200
By approx 700

	1992-93		1993-94		% of Projection
	Actual Total For Year	Actual July - Sept.	Projected Total For Year	Actual July - Sept.	
Basic Course	1,159	383	1,160	163	.14
Dispatchers - Basic	490	113	490	74	.15
Advanced Officer Course	15,935	1,728	15,935	1,067	.07
Supervisory Course (Mandated)	748	140	750	46	.06
Supervisory Seminars & Courses	3,298	564	3,300	461	.14
Management Course (Mandated)	220	16	220	39	.18
Management Seminars & Courses	2,235	202	2,235	230	.10
Executive Development Course	511	106	515	129	.25
Executive Seminars & Courses	548	40	550	53	.10
Other Reimbursement	204	21	205	31	.12
Technical Skills & Knowledge Course	27,324	3,564	27,325	4,722	.17
Field Management Training	30	4	30	2	.07
Team Building Workshops	410	56	410	54	.13
POST Special Seminars	839	215	840	76	.09
Approved Courses	64	19	65	13	.20
TOTAL	54,015	7,171	54,030	7,160	.13

By increase in tech / skills + knowledge (1,200)

COMMISSION ON POST
REIMBURSEMENT BY COURSE CATEGORY

1993-1994

1992-1993

Course Category	Total For Year	Actual July - Sept.	September	Actual * July - Sept.
Basic Course	\$ 5,146,881	\$954,118	\$309,872	\$652,532
Dispatchers-Basic	437,636	113,245	27,603	36,225
Advanced Office Course	5,555,844	1,080,342	40,561	246,145
Supervisory Course (Mandated)	957,022	180,399	20,509	51,544
Supervisory Seminars and Courses	1,087,396	211,624	64,055	145,990
Management Course (Mandated)	426,324	67,664	46,193	68,458
Management Seminars and Courses	718,222	50,458	17,748	58,879
Executive Development Course	463,177	110,561	20,165	83,253
Executive Seminars and Courses	170,629	8,007	13,453	14,028
Other Reimbursement	176,390	27,940	0	18,724
Technical Skills and Knowledge Courses	8,288,928	1,007,733	570,019	1,281,050
Field Management Training	11,198	949	0	691
Team Building Workshops	182,496	17,919	18,529	26,249
POST Special Seminars	154,320	40,986	2,760	8,705
Approved Courses	17,430	588	2,039	4,726
Training Aids Technology	2,809,703	0	0	365,341
TOTAL	\$ 26,603,596	\$3,872,533	\$ 1,153,506	\$ 3,062,540

*\$1,366,104.27 charged to 1992 - 1993 F.Y. Funds

Commission on POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	Total 1992-93 FY	1992-93 July - Sept.	1993 *September	1993-94 *Jul-Sept.
Resident Subsistence	\$ 7,045,937	\$963,955	\$ 486,247	\$1,038,042
Commuter Meal Allowance	625,429	70,096	29,656	90,496
Travel	2,532,610	374,918	146,719	325,333
Tuition	3,070,388	407,510	183,378	425,994
Salary	10,519,529	2,056,054	307,506	817,334
Training Aids Technology	2,809,703	0	0	365,341
Totals	\$26,603,596	\$3,872,533	\$ 1,153,506	\$ 3,062,540

Salary for
counselors that
began prior
to this fiscal
year - trainees
in pipeline

* \$1,366,104.27 charged to 1992-93 F.Y. Funds.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title NEW AGENCY - Grant Joint Union High School District Police Department		Meeting Date November 4, 1993	
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen <i>[Signature]</i>	Researched By Bob Spurlock <i>[Signature]</i>	
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-7-93	Date of Report October 4, 1993	
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><u>ISSUE</u></p> <p>The Grant Joint Union High School District Police Department is seeking entry into the POST Reimbursable Program on behalf of its peace officers.</p> <p><u>BACKGROUND</u></p> <p>The department's officers are appointed pursuant to Section 830.32(b) of the Penal Code. Suitable background and other provisions of the Government Code regarding selection standards have been met.</p> <p><u>ANALYSIS</u></p> <p>The police department currently employs 26 peace officers.</p> <p>Fiscal impact for reimbursement of training will cost approximately \$13,000 per year.</p> <p><u>RECOMMENDATION</u></p> <p>The Commission be advised that the Grant Joint Union High School District Police Department be admitted into the POST Reimbursement Program consistent with Commission Policy.</p>			

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date	
NEW AGENCY - San Bernardino City Unified School District		November 4, 1993	
Bureau	Reviewed By	Researched By	
Training Delivery & Compliance Bureau	Ronald T. Allen <i>[Signature]</i>	Bob Spurlock <i>PS</i>	
Executive Director Approval	Date of Approval	Date of Report	
<i>Norman C. Boehm</i>	9-8-93	September 2, 1993	
Purpose:		Financial Impact:	
<input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The San Bernardino City Unified School District Police Department is seeking entry into the POST Reimbursable Program on behalf of its peace officers.

BACKGROUND

The department's officers are appointed pursuant to Section 830.32(b) of the Penal Code. Suitable background and other provisions of the Government Code regarding selection standards have been met.

ANALYSIS

The police department currently employs 20 peace officers.

Fiscal impact for reimbursement of training will cost approximately \$10,000 per year.

RECOMMENDATION

The Commission be advised that the San Bernardino City Unified School District be admitted into the POST Reimbursement Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title New Agency - Marin County Coroner's Department		Meeting Date November 4, 1993
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen <i>RA</i>	Researched By Bob Spurlock <i>BS</i>
Executive Director Approval <i>William L. Behm</i>	Date of Approval 9-21-93	Date of Report September 9, 1993
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Marin County Coroner's Department is seeking entry into the POST Reimbursable Program on behalf of its investigators. The agency has been in the non-reimbursable program since May 23, 1983.

BACKGROUND

The provisions of 830.35 Penal Code permit the Coroner's Department to employ sworn investigators and participation in the POST Reimbursable program. The agency has submitted the proper documentation supporting POST objectives and regulations.

ANALYSIS

The Marin County Coroner's Department has four full-time investigators. The agency is complying with POST Regulations. Fiscal impact for reimbursement of training costs is approximately \$2000 per year.

RECOMMENDATION

The Commission be advised that the Marin County Coroner's Department be admitted into the POST Reimbursable Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title New Agency - Monterey Peninsula Airport District Department of Public Safety		Meeting Date November 4, 1993
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen <i>RTA</i>	Researched By Bob Spurlock <i>BS</i>
Executive Director Approval <i>Monahan C. Boehm</i>	Date of Approval 10-1-93	Date of Report September 20, 1993
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Monterey Peninsula Airport District Department of Public Safety is seeking entry into the POST non-Reimbursable Program on behalf of its officers.

BACKGROUND

The agency appoints sworn officers under the authority of Penal Code Section 830.33(d) and has submitted the proper documentation supporting POST objectives and regulations.

ANALYSIS

The Monterey Peninsula Airport District Department of Public Safety has nine full-time officers and there is no fiscal impact.

RECOMMENDATION

The Commission be advised that the Monterey Peninsula Airport District Department of Public Safety be admitted into the POST non-Reimbursable Program consistent with Commission Policy.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Stanislaus County Marshal's Office - Withdrawal from POST Reimbursement Program		Meeting Date November 4, 1993
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen <i>(Signature)</i>	Researched By Bob Spurlock <i>PS</i>
Executive Director Approval	Date of Approval	Date of Report October 18, 1993
Purpose: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report </div> <div style="width: 35%;"> Financial Impact: <div style="display: flex; align-items: center;"> <input type="checkbox"/> Yes (See Analysis for details) <div style="margin-left: 10px;"><input type="checkbox"/> No</div> </div> </div> </div>		
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>The Stanislaus County Marshal's Office has merged with the Stanislaus County Sheriff's Department.</p> <p><u>BACKGROUND</u></p> <p>The Marshal's Office is no longer eligible for POST membership. Documentation from Sheriff Les Weidman has been received advising POST of that fact.</p> <p><u>ANALYSIS</u></p> <p>The department had four sworn officers.</p> <p><u>RECOMMENDATION</u></p> <p>The Commission be advised that the Stanislaus County Marshal's office has been removed from the POST Reimbursement Program.</p>		

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Public Safety Dispatcher Program		Meeting Date November 4, 1993	
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen	Researched By Bob Spurlock	
Executive Director Approval 	Date of Approval 10/19/93	Date of Report September 9, 1993	
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><u>ISSUE</u></p> <p>Acceptance of the University of California, Los Angeles Police Department and the Cal-Poly State University, Pomona Police Department, into the Public Safety Dispatcher Program.</p> <p><u>BACKGROUND</u></p> <p>The University of California, Los Angeles Police Department and the Cal-Poly State University, Pomona Police Department, have requested participation in the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525. The agency has expressed willingness to abide by POST Regulations and has passed an ordinance or resolution as required by Penal Code Section 13522.</p> <p>There are currently 321 agencies participating in the program.</p> <p><u>ANALYSIS</u></p> <p>The agencies presently employs full-time dispatchers. The agencies have established minimum selection and training standards which equal or exceed the standards adopted for the program.</p> <p><u>RECOMMENDATION</u></p> <p>The Commission be advised that the subject agencies have been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.</p>			

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Public Hearing: To Consider Modification of Commission Procedure D-1		Meeting Date November 4, 1993
Bureau Basic Training Bureau	Reviewed By Robert Fuller	Researched By Lou Madeira
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 9.20.93	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve, subject to the results of the public hearing, changes to Procedure D-1 and Regulation 1005 regarding minimum standards for the regular basic course?

BACKGROUND

At its July 22, 1993 meeting, the Commission reviewed proposed changes to Commission Procedure D-1. The Commission scheduled a public hearing for November 4, 1993 to receive testimony on these proposed changes.

Since its inception, the POST regular basic course has been periodically updated to reflect necessary changes to content, instructional methodologies, and the mechanics of student evaluation. In October of 1985, the Commission implemented a knowledge domain (KD) system which better defined regular basic course subject areas and which improved testing through the subsequent development of standardized machine-scorable written examinations. Academies were given the discretion to adopt the domain system, or to continue to follow the traditional grouping of curricula within functional areas. The identification of minimum instructional hours continued to be linked to the 12 functional areas.

In October of 1992, the Commission eliminated the functional area system and the KD system was mandated. At the same time, minimum statewide cut scores were established for each knowledge domain. This action resulted in the need for minimum hours to be regrouped to conform to the domain format.

Existing regulations permit three methods of student evaluation; written KD tests (POSTRAC), exercise tests, and scenario tests. Each method requires the presenter to verify that an individual student has achieved a minimum passing score. Performance objectives (PO's) serve as test specifications and provide the detailed substance from which examination questions are constructed or from which exercises and

scenarios are developed. The PO's represent the only avenue currently available to mandate instruction within the basic course.

ANALYSIS

Modification of current procedures would give the Commission the latitude to require basic course instruction where a pass-fail test is either undesirable or inappropriate. Some subject areas, such as professional ethics, community relations, or cultural diversity would be enhanced by requiring structured learning activities, such as focused instructor-led discussions or small group problem-solving sessions. Other blocks, such as report writing, could be enhanced by requiring that a number of practice reports be generated before formal testing occurs. Gang-related training is most effective when it focuses upon local trends and activity, however this very fact makes the development of a generic statewide test extremely difficult.

Additionally, basic course performance objectives are presently considered a matter of administrative law by virtue of their current reference in D-1 and Regulation 1005. As a result, any change to a performance objective, however slight, necessitates full review by the Office of Administrative Law (OAL) after it has been first approved by subject matter experts, academy directors, POST staff, and the Commission.

The OAL review is both staff intensive and time consuming. In essence, OAL is reviewing detailed test specifications, when a more general description of basic course content would be more appropriate and more consistent with the practices followed by other state agencies engaged in proficiency testing or professional examinations.

A more desirable alternative would be the identification of training specifications for each domain. Training specifications would identify the overriding instructional goals, required topics, test requirements, learning activity requirements, and prescribed minimum training hours. Performance objectives would continue to be maintained as a necessary element for test construction, but they would not individually carry the force of administrative law.

With these issues in mind, the proposed modification of D-1 would accomplish the following:

1. Establish minimum hours for each learning domain.
2. Mandate training specifications for each learning domain by referencing a new document entitled Training Specifications for the Regular Basic Course (1993) in Commission Regulation 1005. This document would replace the current document Performance Objectives for the Post Basic Course which will become a reference document.

3. Add learning activities as a vehicle by which instruction could be required when a pass-fail examination is not required.
4. Update terminology to more accurately describe the current content of the basic course.

The full text of proposed language for Commission Regulation 1005 is contained in Attachment A. The full text of proposed language for Commission Procedures D-1 is contained in Attachment B.

It is also important to note, that the proposed changes to D-1 reflect the addition of a cultural diversity domain developed in response to the passage of Assembly Bill 401. This bill amends Penal Code Section 13519.4 and requires the inclusion of cultural awareness training in the POST Basic Course for presentations beginning after August 1, 1993.

Establishing Minimum Hours

The minimum hours proposed have been reviewed by staff and basic academy directors. The proposed minimums are simply a reapportionment of hours by domain against the 560 hour cap which the Commission established in October of 1990. Feedback from academy directors, however, indicates that virtually all academies substantially exceed 560 hours in order to deliver currently mandated instruction.

In light of this fact, staff will be conducting an instructional analysis of the Basic Course in order to develop recommendations concerning adjustments to the prescribed minimum hours and regarding conversion of some required classroom hours to student workbook assignments. This report is planned for presentation to the Commission in early 1994.

Training Specifications

Training specifications for each domain have been developed by staff. Each set of domain specifications includes instructional goals, required topics and minimum hours. Test requirements and learning activities are included, where pertinent. Subject matter experts and academy directors were extremely supportive of this concept, particularly as a means to better express the spirit underlying the instructional requirements. Additionally, the specifications were viewed as being flexible enough to obviate the need for frequent modification in response to minor changes in statutes, case law, or enforcement procedures. Performance objectives and Unit Guides would continue to be updated to reflect the necessary detailed changes.

The proposed training specifications are included in the document "Training Specifications for the Regular Basic Course (1993)" (Attachment C).

Learning Activities

The incorporation of learning activities into the basic course has been widely supported by academy directors and POST staff. This concept is viewed as being the best strategy when instruction should be mandated, but when individual pass-fail assessment is unnecessary or undesirable. Learning activities are a necessary compliment to existing instructional methods.

Terminology

Several terms are redefined or expanded in the proposed modifications to provide greater clarity (e.g. the identification of exercises and scenarios as tests).

The term *Knowledge Domain* would be replaced with the term *Learning Domain*. Since several domains concentrate on psychomotor skill development and are evaluated exclusively by exercises, rather than cognitive testing, the amended language provides a more reliable description. This new terminology would also remain correct whether or not the student assessment criteria changed or if new domains were added in the future.

RECOMMENDATIONS

Subject to the results of the public hearing, it is recommended that the Commission amend Regulation 1005 and Commission Procedure D-1 as proposed to be effective upon approval by the office of Administrative Law (OAL).

Public Hearing

Receiving testimony on proposal to modify policies and specifications for the regular basic course by amending Commission Procedure D-1 and Commission Regulation 1005.

At its July 22, 1993 meeting, the Commission reviewed proposed changes to Commission Procedure D-1 and set a public hearing for November 4, 1993. This public hearing is to consider amendments to Commission Procedure D-1 and Commission Regulation 1005.

Since 1985, presenters of the regular basic course have had the option of presenting curricula under either a 12-subject functional area format or under a 40-subject knowledge domain system. In October of 1992, the Commission established mandatory testing and set minimum cut scores for each domain and eliminated the functional area option. This proposal seeks to update the regulations to reflect these changes.

Further modification of D-1 is proposed to clarify terminology, establish the minimum required hours for each domain, and add formal learning activities as an additional vehicle by which instruction could be required. Training requirements for each domain would be detailed by referencing a new document entitled Training Specifications for the Regular Basic Course (1993). This document contains instructional goals, required topics, prescribed learning activities, and test requirements for each of the 41 subject areas which currently comprise the regular basic course.

In addition, a modification to Commission Regulation 1005 is proposed to incorporate by reference the document Training Specifications for the Regular Basic Course - 1993.

Subject to the results of the public hearing, and if the Commission concurs, the recommended action would be a NOTION to modify Regulation 1005 and Commission Procedure D-1 as proposed to be effective upon approval by the Office of Administrative Law (OAL).

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PROPOSED LANGUAGE

1005. Minimum Standards for Training.

(a) - (j) (2) (continued)

PAM section D-1-1 adopted effective September 26, 1990 and amended _____ *
is herein incorporated by reference.

PAM section D-1-2 adopted effective September 26, 1990 and amended January 11, 1992, and _____ * is herein incorporated by reference.

PAM section D-1-3 adopted effective April 15, 1982, and amended January 24, 1985, and September 26, 1990, and _____ * is herein incorporated by reference.

PAM section D-1-4 adopted effective April 27, 1983, and amended January 24, 1985, and September 26, 1990, and _____ * is herein incorporated by reference.

PAM section D-1-5 adopted effective April 27, 1983 and amended January 24, 1985, and September 26, 1990, and _____ * is herein incorporated by reference.

PAM section D-1-6 adopted effective October 20, 1983, and amended September 26, 1990, and October 27, 1991, and _____ * is herein incorporated by reference.

(Continued - All incorporation by reference statements in between.)

The document, ~~Performance Objectives for the POST Basic Course (1993) adopted effective April 28, 1993~~ Training Specifications For The Regular Basic Course - July 1993 adopted effective _____ * is herein incorporated by reference.

The document, Performance Objectives for the POST Specialized Basic Investigators Course - 1991 adopted effective October 27, 1991 is herein incorporated by reference.

NOTE: Authority cited: Sections 13503, 13506, and 13510, Penal Code.

Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514, 13516, 13517, 13520, and 13523, Penal Code.

* To be filled in by OAL.

COMMISSION ON POST
PROPOSED COMMISSION PROCEDURE D-1

BASIC TRAINING

Purpose

1-1. ~~Specifications of Basic Training Specifications:~~ This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorneys' Investigators' Basic Course, Marshals' Basic Course, and Specialized Basic Investigators' Course, Basic Complaint/Dispatcher Course, and Coroners' Death Investigation Course.

Training Content and Methodology

1-2. Requirements for Basic Training Content and Methodology: The minimum content standards for basic training are ~~broadly stated~~ described in paragraphs ~~sections~~ 1-3 to 4-6 ~~1-8~~. Within each functional area, listed below, flexibility is provided to adjust hours and instructional topics with prior POST approval. ~~More detailed specifications are contained in the document "Performance Objectives for the POST Basic Course - 1989. Successful~~ The entire basic course completion requires attendance of an entire course must be completed under the sponsorship of one training presenter at a single academy except where unless POST has approved a contractual agreement dividing responsibility for delivering the basic course between two or more presenters between academies for the use of facilities. The Law Enforcement Code of Ethics shall be administered to peace officer trainees during the basic course students taking the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, and Specialized Basic Investigators' Course. Instructional methodology is at the discretion of individual course presenters unless specified in the document, Training Specifications for the Regular Basic Course - July 1993. ~~Requirements and exceptions for specific basic courses are as follows:~~

- (a) ~~For the Regular Basic Course specified in paragraph 1-3, requirements for successful course completion are specified here and in the document "Performance Objectives for the POST Basic Course." For academy classes starting prior to October 1, 1992, successful course completion shall be determined using either the "success criteria" method or the "knowledge domain" method, as described below. For academy classes starting on or after October 1, 1992, successful course completion shall be determined using the "knowledge domain" method.~~

(1) ~~SUCCESS CRITERIA METHOD~~

~~Using the "success criteria" method, successful course completion is based upon students meeting the established success criteria specified for all objectives in the document "Performance Objectives for the POST Basic Course." Tracking performance objectives to document student achievement is mandatory; however, the tracking system to be used is optional.~~

~~Student success criteria have been established, using a comprehensive field survey, whereby percentiles of 70%, 80%, 90% or 100% were identified for each performance objective. Each student must complete 70% of the performance objectives in the 70 percentile, 80% of those in the 80 percentile, etc. (Note: 100% Performance Objectives are "Must Pass."~~

~~(2) — KNOWLEDGE DOMAIN METHOD~~

~~Using the "knowledge domain" method, successful course completion is based on passing knowledge domain tests and demonstrating proficiency on psychomotor performance objectives. The Basic Course contains two types of performance objectives: (a) objectives which require the students to demonstrate knowledge, and (b) objectives which require the students to demonstrate psychomotor skills. These performance objectives are described in the document "Performance Objectives for the POST Basic Course."~~

~~**Requirements for Successfully Completing the Basic Course.** To successfully complete the Basic Course, a student must (a) obtain a score on each POST-constructed knowledge domain test which is equal to or greater than the cut score established by POST, and (b) demonstrate, in an exercise or scenario, the required psychomotor skills associated with each psychomotor performance objective at a level consistent with adequate performance in the field, as judged by the academy. If a student fails a knowledge domain or psychomotor skills test when first tested, the student will be given only one opportunity (except as noted below) to retake the test.~~

~~**Retaking a Knowledge Domain Test.** Students who fail a knowledge domain test on the first attempt shall be provided with an opportunity to: (a) review their test results in a manner which does not compromise test security; (b) have a reasonable time, established by each academy, to prepare for a retest; and (c) be provided with an opportunity to be retested on the knowledge domain with a POST-constructed, parallel form of the same test. If a student fails the second test, the student shall be dismissed from the academy class in which he or she is currently enrolled unless the student missed instruction relevant to the test in question due to an academy-approved absence, in which case the student may be permitted to retest a second time.~~

~~**Retaking a Test on a Psychomotor Objective.** Students who fail to clearly demonstrate proficiency on a psychomotor objective when first tested (as determined by the academy) shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the objective on the second test, the student shall be dismissed from the academy class in which he or she is currently enrolled unless the student missed instruction relevant to the test due to an academy-approved absence, or the student performed marginally (as determined by the academy), in which case the student may be permitted to retake the test a second time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency on the objective.~~

~~**Academy Requirements.** POST has established minimum training requirements for the Basic Course. However, POST recognizes that academies must respond to the needs of the local law enforcement agencies which they serve and that this may justify additional training requirements or higher performance standards than those mandated by POST. Regardless of the method used to determine successful completion of the Regular Basic Course (i.e., the "success criteria" or "knowledge domain" method), the POST-developed physical conditioning program must be followed within Functional Area 12.0. Students must pass a POST-developed physical abilities test as described in the POST Basic Academy Physical Conditioning Manual at the conclusion of the conditioning program as a condition for successful course completion. The use of alternatives to the POST-developed physical abilities test is subject to approval by POST. Course presenters seeking POST approval to use alternative tests shall present evidence that the alternative tests were developed in accordance with recognized professional standards, and that alternative tests are equivalent to the POST-developed test with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed test and the proposed alternative test is also required.~~

- ~~(b) For basic courses listed in paragraphs 1-4 and 1-5, the performance objectives of the Regular Basic Course are not required but are illustrative only of the content for the broad functional areas and learning goals specified for each of these basic courses. Successful course completion shall be determined by each course presenter.~~
- ~~(c) For the Specialized Basic Investigators Course specified in paragraph 1-6, performance objectives must be taught and tested as specified in the document "Performance Objectives for the POST Specialized Basic Investigators Course, 1991". Successful course completion is based upon students meeting the established success criteria specified for all objectives in this document. Tracking performance objectives to document student achievement is mandatory; however, the tracking system to be used is optional.~~

~~**1-3. Regular Basic Course Content and Minimum Hours:** The Performance Objectives listed in the POST document "Performance Objectives for the POST Basic Course" are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. The Regular Basic Course contains the following Functional Areas and minimum hours.~~

~~Functional Areas:~~

1.0 Professional Orientation	11 hours
2.0 Police Community Relations	16 hours
3.0 Law	52 hours
4.0 Laws of Evidence	20 hours
5.0 Communication	32 hours
6.0 Vehicle Operations	24 hours
7.0 Force and Weaponry	54 hours
8.0 Patrol Procedures	125 hours
9.0 Traffic	30 hours

10.0	Criminal Investigation	50 hours
11.0	Custody	4 hours
12.0	Physical Fitness and Defense Techniques	87 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations:	31 hours
	Total Minimum Required Hours	560 hours

1-3. Regular Basic Course Definitions, Requirements, and Content: The terms used to describe testing and training requirements are defined in paragraph 1-3(a). Testing and training requirements are described in paragraph 1-3(b). Content specifications are listed in paragraph 1-3(c). Testing and training requirements are provided in greater detail in *Training Specifications for the Regular Basic Course - July 1993* and the *POST Basic Academy Physical Conditioning Manual*. Requirements for reporting successful completion are contained in Commission Regulation 1055(j).

(a) **Definitions of Terms Used to Describe Testing and Training Requirements**

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Each Regular Basic Course learning domain is described in *Training Specifications for the Regular Basic Course - July 1993*. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.
- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
- (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
- (4) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals. Tests are graded on a pass/fail basis. Four types of tests are used in the Regular Basic Course:
 - (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.
 - (B) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor skills required to achieve one or more instructional goals.
 - (C) **Physical Abilities Test.** A POST-developed test of physical abilities described in the *POST Basic Academy Physical Conditioning Manual*.
 - (D) **Exercise Test.** Any test other than a POST-constructed knowledge test, scenario test, or physical abilities test that measures the acquisition of knowledge and/or skill required to achieve one or more instructional goals.

- (5) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.
- (6) **Test-Item Security Agreement.** An agreement between a basic course academy and POST that identifies the terms and conditions under which an academy may be provided access to POST-constructed knowledge tests. Failure to accept or abide by the terms and conditions of this agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements**

- (1) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, parallel form of the same test. If a student fails the second test, the student fails the course unless the academy determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails the course.
- (2) **Scenario Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (3) **Exercise Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the

student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.

- (4) **Learning Activities.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.
- (5) **Physical Conditioning Program.** Students must complete the POST physical conditioning program as described in the *POST Basic Academy Physical Conditioning Manual*.
- (6) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students must pass a POST-developed physical abilities test battery as described in the *POST Basic Academy Physical Conditioning Manual*. The use of alternatives to the POST-developed physical abilities test battery is subject to approval by POST. Course presenters seeking POST approval to use alternative tests shall present evidence that the alternative tests were developed in accordance with recognized professional standards and that the alternative tests are equivalent to the POST-developed tests with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed tests and the proposed alternative tests is also required.
- (7) **Academy Requirements.** POST has established minimum, statewide training standards for the Regular Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

(c) **Content and Hourly Requirements**

The content of the Regular Basic Course is specified by the learning domains listed below. The minimum hours of instruction that must be allocated to each domain is shown to the right of the domain.

<u>DOMAIN NUMBER</u>	<u>DOMAIN DESCRIPTION</u>	<u>MINIMUM HOURS</u>
01	<u>History, Ethics & Professionalism</u>	<u>6 hours</u>
02	<u>Criminal Justice System</u>	<u>4 hours</u>
03	<u>Community Relations</u>	<u>4 hours</u>
04	<u>Handling Emotional Situations</u>	<u>6 hours</u>
05	<u>Introduction to Criminal Law</u>	<u>6 hours</u>
06	<u>Crimes Against Property</u>	<u>8 hours</u>
07	<u>Crimes Against Persons</u>	<u>8 hours</u>

<u>DOMAIN NUMBER</u>	<u>DOMAIN DESCRIPTION</u>	<u>MINIMUM HOURS</u>
08	General Criminal Statutes	6 hours
09	Crimes Against Children	4 hours
10	Sex Crimes	4 hours
11	Juvenile Law and Procedure	6 hours
12	<u>Controlled Substances</u>	10 hours
13	<u>ABC Law</u>	4 hours
15	<u>Laws of Arrest</u>	12 hours
16	<u>Search & Seizure</u>	12 hours
17	<u>Evidence</u>	8 hours
18	<u>Report Writing</u>	36 hours
19	<u>Vehicle Operations</u>	24 hours
20	<u>Use of Force</u>	8 hours
21	<u>Patrol Techniques</u>	12 hours
22	<u>Vehicle Pullovers</u>	12 hours
23	<u>Crimes in Progress</u>	12 hours
24	<u>Handling Disputes</u>	12 hours
25	<u>Domestic Violence</u>	8 hours
26	<u>Unusual Occurrences</u>	4 hours
27	<u>Missing Persons</u>	4 hours
28	<u>Traffic</u>	20 hours
29	<u>Traffic Accident Investigation</u>	12 hours
30	<u>Investigation</u>	31 hours
31	<u>Custody</u>	4 hours
32	<u>Physical Fitness/Officer Stress</u>	40 hours
33	<u>Person Searches, Baton, etc.</u>	44 hours
34	<u>First Aid & CPR</u>	21 hours
35	<u>Firearms/Tear Gas</u>	60 hours
36	<u>Information Systems</u>	4 hours
37	<u>Persons with Disabilities</u>	4 hours
38	<u>Gangs</u>	4 hours
39	<u>Crimes Against the Justice System</u>	4 hours
40	<u>Weapons Violations</u>	4 hours
41	<u>Hazardous Materials</u>	4 hours
42	<u>Cultural Diversity</u>	16 hours
<u>Minimum Instructional Hours</u>		<u>512 hours</u>

The minimum number of hours allocated to testing in the Regular Basic Course are shown below.¹

<u>TEST TYPE</u>	<u>HOURS</u>
<u>Scenario Tests</u>	<u>24 hours</u>
<u>POST-Constructed Knowledge Tests</u>	<u>24 hours</u>
<u>Total Minimum Required Hours</u>	<u>560 hours</u>

¹Time required for exercise testing, learning activities, and physical abilities testing is included in instructional time.

1-4. District Attorney Investigators' Basic Course Content and Minimum Hours: The District Attorney Investigators' Basic Course contains the following Functional Areas and minimum hours. District attorney basic training may be met by satisfactory completion of the training requirements of the Regular Basic Course, plus the satisfactory completion of a certified Investigation and Trial Preparation Course.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	52 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours
6.0	Vehicle Operations	8 hours
7.0	Force and Weaponry	54 hours
8.0	Custody	4 hours
9.0	Physical Fitness and Defense Techniques	42 hours
*10.0	Field Techniques	79 hours
*11.0	Criminal Investigation and Trial Preparation	50 hours
*12.0	Specialized Investigation Techniques	30 hours
*13.0	Civil Process	20 hours
	Practical Exercise/Scenario Testing	24 hours
	Written Examinations	20 hours
	Total Minimum Required Hours	462 hours

*Functional Areas that form the basis of the POST-certified 80-hour Investigation and Trial Preparation Course.

1-5. Marshal's Basic Course Content and Minimum Hours: The Marshal's Basic Course contains the following Functional Areas and minimum hours. Marshals basic training may be met by satisfactory completion of the training requirements of the Basic Course, plus the satisfactory completion of a certified Bailiff and Civil Process Course or the Bailiff and Court Security Course and Civil Process Course.

Functional Areas:

1.0	Professional Orientation	11 hours
2.0	Police Community Relations	16 hours
3.0	Law	37 hours
4.0	Laws of Evidence	20 hours
5.0	Communications	32 hours
6.0	Vehicle Operations	8 hours

7.0	Force and Weaponry	54 hours
8.0	Criminal Investigation	24 hours
9.0	Physical Fitness and Defense Techniques	42 hours
*10.0	Field Techniques	79 hours
*11.0	Custody	19 hours
*12.0	Civil Process	60 hours
*13.0	Bailiff	40 hours
	Practical Exercise/Scenarios	24 hours
	Written Examinations	20 hours
	Total Minimum Required Hours	486 hours

*Functional Areas that form the basis for the POST-Certified Bailiff and Civil Process Course or the 40-hour Bailiff and Court Security Course and the 40-hour Civil Process Course.

1-6. Specialized Basic Investigators' Course Content and Minimum Hours: The Performance Objectives listed in the POST Document, Performance Objectives for the POST Specialized Basic Investigators' Course -1991, are contained under broad Functional Areas and Learning Goals. The Functional Areas and Learning Goals are descriptive in nature and only provide a brief overview of the more specific content of the Performance Objectives. This course includes the curriculum of the 40-hour P.C. 832 Laws of Arrest and Firearms Course. Successful course completion is based upon students meeting the established success criteria specified for all objectives in this document. Tracking performance objectives to document student achievement is mandatory; however, the tracking system to be used is optional. Specialized Investigators' Basic Training may be met by satisfactory completion of the training requirements of the Regular Basic Course.

Functional Areas:

1.0	Professional Orientation	12 hours
2.0	Police Community Relations	16 hours
3.0	Law	42 hours
4.0	Laws of Evidence	18 hours
5.0	Communications	15 hours
*6.0	Deleted	0 hours
7.0	Force and Weaponry	48 hours
8.0	Field Procedures	40 hours
*9.0	(Deleted)	0 hours
10.0	Criminal Investigation	42 hours
*11.0	Custody	1 hours
12.0	Physical Fitness and Defense Techniques	40 hours
13.0	Specialized Investigative Techniques	36 hours
	Practical Exercise/Scenario Testing	19 hours

Written Examinations

11 hours

Total Minimum Required Hours

340 hours

*Since the majority of the Specialized Basic Course is taken directly from the Regular Basic Course, it is important that the two numbering systems correspond. For that reason Functional Areas 6.0 and 9.0 (Vehicle Operations and Traffic, respectively) are shown deleted. Conversely, a new functional area, 13.0 Specialized Investigative Techniques, has been developed for the Specialized Basic Investigators Course.

1-7. Basic Complaint/Dispatcher Course: The Basic Complaint/Dispatcher Course contains the following Functional Areas and minimum hours. This course provides instruction regarding entry-level skills and knowledge to personnel whose duties include receiving emergency calls for service and dispatching law enforcement personnel. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

1.0	Professional Orientation	4 hours
2.0	Administration of Justice	4 hours
3.0	Legal Aspects	16 hours
4.0	Telephone Procedures	10 hours
5.0	Radio Procedures	10 hours
6.0	Dispatch Practicals (Role-play exercise)	12 hours
7.0	Stress Management	6 hours
8.0	Telecommunications	6 hours
9.0	Basic Emergency Medical Services Dispatching	4 hours
10.0	Unusual Incidents	6 hours
	Examinations	2 hours
	Total Minimum Required Hours	80 hours

1-8. Coroners' Death Investigation Course: The Coroners' Death Investigation Course contains the following Functional Areas and minimum hours. This course partially fulfills the minimum basic training required under 1005(a)(5) for peace officer members of Coroners' Offices. With prior POST approval, flexibility shall be granted to adjust hours between functional areas.

Functional Areas:

1.0	Course Overview Administrative Issues	1 hour
2.0	Death Investigation	40 hours
3.0	Introduction to Disaster Management	2 hours
4.0	Role of Coroner/Public Administrator	4 hours

5.0	Coroners' Law	2 hours
6.0	General Laboratory Practices	4 hours
7.0	Vehicle Fatalities	2 hours
8.0	Forensic Use of Medical Records	2 hours
9.0	Forensic Anthropology	4 hours
10.0	Forensic Pathology	10 hours
11.0	Death and Grief Bereaved	2 hours
12.0	A.I.D.S. and Other Communicable Diseases	2 hours
13.0	Forensic Odontology	4 hours
14.0	Test	1 hour
Total Minimum Required Hours		80 hours

Historical Note:

Subparagraph 1-1 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990, and amended *.

Subparagraph 1-2 adopted and incorporated by reference into Commission Regulation 1005 effective September 26, 1990, and amended *.

Subparagraph 1-3 adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982, and amended on January 24, 1985, and September 26, 1990, and *.

Subparagraph 1-4 adopted and incorporated by reference into Commission Regulation 1005 on April 27, 1983, and amended on January 24, 1985, and September 26, 1990, and *.

Subparagraph 1-5 adopted and incorporated by reference into Commission Regulation 1005 on April 27, 1983, and amended on January 24, 1985, January 15, 1987, and September 26, 1990, and *.

Subparagraph 1-6 adopted and incorporated by reference into Commission Regulation 1005 on October 20, 1983, and amended on September 26, 1990, and October 27, 1991, and *.

Subparagraph 1-7 adopted and incorporated by reference into Commission Regulation 1018 on December 29, 1988.

Subparagraph 1-8 adopted and incorporated by reference into Commission Regulation 1005 on February 4, 1993.

* To be filled in by OAL.

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
Agenda Item Title Request for Contract to Implement Basic Course Cultural Diversity Instructor Training		Meeting Date November 4, 1993
Bureau Basic Training Bureau	Reviewed By Robert Fuller	Researched By Lou Madeira
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 10-1-93	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><u>ISSUE</u></p> <p>Should the Commission authorize the Executive Director to contract with the San Diego Regional Training Center to provide four (4) presentations of the Basic Course Cultural Diversity Instructor Training Program at a cost not to exceed \$32,200.</p> <p><u>BACKGROUND</u></p> <p>Penal Code Section 13519.4 was recently modified to require POST to develop cultural diversity curriculum for the Basic Course. The spirit of this legislation is to provide training which will enhance a peace officer's ability to effectively interact with cultural groups and to improve law enforcement relations with minority communities.</p> <p><u>ANALYSIS</u></p> <p>In response to this legislation POST staff, in cooperation with a team of subject matter experts, identified a series of instructional goals and training specifications relating to cultural diversity. Specific learning activities were also developed and a comprehensive Basic Course Unit Guide was produced. A new Learning Domain (LD#42) was proposed for addition to previously prescribed Basic Course curriculum. This instructional package was approved to the Commission in July.</p> <p>The required instructional activities associated with this Learning Domain emphasize experiential learning and lend themselves to a team-teaching approach. Among the required activities are student self-assessment of cultural experience, group analysis of law enforcement cultural contacts, and structured small problem-solving sessions. The effectiveness of instruction is directly dependent upon the facilitation skills of the instructional team and the depth of their individual background knowledge in cultural diversity.</p> <p>In order provide for reliable instructional quality and consistent delivery of the required curriculum, a "Basic Course Cultural Diversity</p>		

Instructor Training Program" was developed. Two pilot presentations were held to evaluate the program and refine course content. The program is a week long intensive experience which consists of 44 hours of instruction, several evening sessions, and a significant amount of pre-course reading. Because of its intensive nature, enrollment is limited to 24 students per class. A summary of program content is enclosed as Attachment A.

Program participants gain an understanding of the general elements of culture, current and emerging cultural issues, backgrounds of prejudice and discrimination, and related historical perspectives. Trainees are also accorded the opportunity to refine their group facilitation skills and presentation techniques.

Feedback from participating instructors and their sponsoring directors has been extremely positive regarding the content and organization of the instructor course. Concern has been expressed however, that the Commission support a sufficient number of presentations to meet the immediate training need of each academy as well qualifying an adequate number of back-up instructors. This suggests the need to train 3 to 4 instructors per academy before the end of the current fiscal year.

The San Diego Regional Training Center (SDTRC) has been instrumental in supporting the delivery of several POST programs involving experientially-based instruction. SDTRC has been involved with supporting the Master Instructor Program and is currently involved in the delivering Institute of Criminal Investigation (ICI) instructor development seminars. SDTRC will be presenting the Basic Course Cultural Diversity Instructor Training Program at a proposed contract cost of \$8,050 per presentation.

RECOMMENDATION

Authorize the Executive Director to contract with the San Diego Regional Training Center to provide four presentations of the Basic course Cultural diversity Instructor Training Program during the remainder of the fiscal year for a cost not to exceed \$32,200.

**P.O.S.T BASIC COURSE CULTURAL DIVERSITY
INSTRUCTOR TRAINING PROGRAM
COURSE SUMMARY**

DAY ONE

Housekeeping introduction purpose/process
Self assessment/attitude/awareness
Basic Academy curriculum orientation
Culture and subculture
Learning Contracts
• Link to individual assessments
Prejudice and discrimination

DAY TWO

Adult education
• Learning styles
• Experiential learning (Kolb)
• Student presentation on pre-course readings-connect to local new event/issue/departement and why need for cultural awareness training
Instructional design
• Two person work teams prepare 10 minute presentations of Basic Academy curriculum around 5 selected topics
Contemporary issues discussion

DAY THREE

Team presentations of Basic Academy curriculum
Video scenarios
Learning groups

DAY FOUR

Group facilitation skills
• Theory and technique
• Two or three person teams prepare group facilitation exercises around 6 selected topics
Student-led group exercises based upon Basic Academy curriculum
Staff assessment of students

DAY FIVE

Student-led group exercises-continued
Individual student assessments/review of learning contracts
Learnings summary and conclusions
Closing
Graduation
• Networking roster
• Course evaluation

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Reimbursement for Field Training Costs		Meeting Date November 4, 1993
Bureau Training Program Services	Reviewed By Otto Saltenberger <i>[Signature]</i>	Researched By Jody Buna
Executive Director Approval <i>[Signature: Norman C. Bachman]</i>	Date of Approval 10/19/93	Date of Report September 2, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Commission has directed staff to explore the feasibility of reimbursing local agencies for the costs incurred in conducting POST-approved field training programs.

BACKGROUND

Commission Procedure D-13 outlines the requirements for POST-approved field training programs. POST recognizes the importance of field training, encourages the establishment of such programs, and promotes the voluntary adoption of minimum requirements. To facilitate the transition of peace officers from the academy setting to the field, POST has developed a Model Field Training Program. The program is a systematic flexible guide designed to assist agencies in the development of field training programs that are job-related and effective. POST developed and published the Field Training Guide, Field Training Management Guide, and certifies field training courses. Currently, 173 agencies are voluntarily operating POST-approved programs. POST grants program approval based on the agency's agreement to develop a selection process, train basic academy graduates, train its FTO's in a POST-certified training course, and structure its programs around a POST-recommended model. There is no penalty for operating a program outside POST guidelines, and staff estimates that another 125 agencies are operating programs without POST review.

Field training is a very expensive process. Agencies that operate field training programs incur costs in the selection and training of field training officers, development of the training curriculum, administration of the program, and the presentation of the training to the trainee. POST currently provides no financial support to law enforcement agencies in this area. Programs can run as long as 26 weeks in which the trainee receives individualized instruction.

In discussing the feasibility of POST's providing reimbursement for field training, there are two key issues: 1) Should POST provide assistance to agencies for costs incurred in POST-approved field training programs and 2) what would be the cost of a reimbursement program?

ANALYSIS

Current Basic Academy training is adequate as far as training recruits in the basic knowledge domains required by the position, but the consensus among agencies is that academy training must be supplemented with training in the field. The field training setting has proved to be necessary for the following reasons:

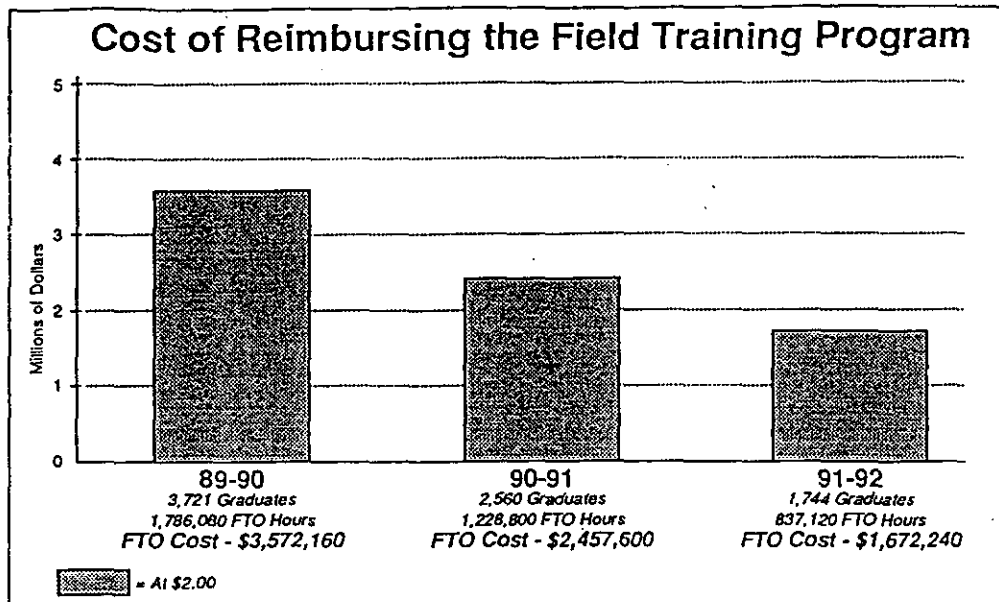
- 1) Agency values, acceptable organizational behavior, and policy compliance are best taught by a senior officer who serves both as a role model and mentor to the trainee. The policy, values, and behavior are specific to the employing agency, and instruction in those subjects should be controlled by that entity.
- 2) A trainee's proficiency in critical training areas must be evaluated under field conditions. Recent civil lawsuits have shown that training efforts beyond the academy setting must be documented in areas that expose the law enforcement agency to liability. High-risk patrol tactics, crimes-in-progress, use of force, and vehicle operations are areas that require extensive training documentation to defend the agency against "negligent training" claims.
- 3) Academy scenario training cannot duplicate the actual stress of field conditions. Although a proven instructional tool, scenarios are not a true test of the trainee's ability to exercise sound judgement when making decisions. Judgment and decision-making are critical skills that should be tested under field conditions.
- 4) Training in community problem-solving skills requires analysis of existing crime patterns, habitual offender recognition, familiarity with community resources, and utilization of community and departmental resources in enforcement strategies. To accomplish these objectives, the trainee should be assigned and supervised in a specific geographical area.

Reimbursement to local agencies for development and training presentation costs would benefit certified agency presenters and stimulate the adoption of the POST-approved model in the following ways:

- 1) Reimbursement for field training would provide agencies with financial resources which they currently do not receive. These resources would come at a time when most agencies are forced to cut training budgets. Agencies operating non-approved programs would have an incentive to apply for certification. Additionally, smaller agencies which are not eligible for other POST financial support could receive assistance in deferring training costs.

- 2) POST reimbursement would identify field training programs as a high priority in the recruit training process. This recognition would enhance the role of field training officers on a state level. The importance of the training process and value of the involved officers are often not recognized.
- 3) POST financial participation would ensure standardization of "approved" programs. Thus, POST would assume a critical leadership role in addressing issues raised by the POST Symposium on Law Enforcement Training Issues and other recent identified training needs.

It is difficult to project the cost of a field training reimbursement program. The current length of existing "approved" programs is not mandated by POST. Programs can run from a low of 11 weeks, to an average of 14 weeks, to a high of 26 weeks. POST staff is currently reevaluating the over-200 performance objectives in the model program and recommends 12 weeks as a realistic minimum standard for an approved program. The number of agency academy graduates has decreased over the past three years. In 1989-90 there were 3,371 graduates, in 1990-91 there were 2,210 graduates, and in 1991-92 there were 1,334 graduates. In each of the subsequent years, there were approximately 350 non-sponsored students who were hired by agencies and entered field training programs. The Commission has approved a \$2 per hour agency course presentation reimbursement rate; basic academies are included in this reimbursement program. A similar rate would seem appropriate for field training. Based on those figures the following chart graphically represents cost estimates for this program. The chart assumes \$2 per training hour reimbursement for a maximum of 480 hours (12 weeks).



CONCLUSION:

Field training is expensive but a necessary component in the development of a police officer. POST reimbursement for field training costs would provide agencies with needed financial resources they currently do not receive. The POST Symposium on Law Enforcement Training Issues recognized the importance of the field training process and made several recommendations to improve the content of existing programs. Reimbursement for "approved" programs would allow POST to positively impact local field training programs and improve law enforcement training. Unfortunately, POST will not have funds available this year to reimburse local agencies based on current income projections.

RECOMMENDATION:

It is recommended that the Commission approve the concept of reimbursing local agencies for training costs associated with managing POST-approved field training programs at an hourly rate similar to the course presentation reimbursement. Reimbursement should be based on 480 hours and limited to academy graduates as an extension of basic training. Reimbursement should be delayed until funds are available.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Authorization to Develop Pilot Program to Monitor POST Certified Courses		Meeting Date November 4, 1993
Bureau Training Program Services	Reviewed By Otto Saltenberger <i>[Signature]</i>	Researched By Dave Sylstra
Executive Director Approval <i>[Signature]</i>	Date of Approval 10-1-93	Date of Report September 9, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the development of a pilot program to monitor and evaluate POST certified courses?

BACKGROUND

The Commission has developed a comprehensive set of standards, rules, and regulations regarding the development, content, certification and reimbursement of training courses for law enforcement. Approximately 2600 courses are currently certified by POST.

Strategies such as the Training Effectiveness Model have been developed to help identify the key points for training improvement and to provide a framework within which to accomplish it.

Only one component of the approval and certification process remains partially complete; the physical, "on-site" monitoring and evaluation of training courses. On-site monitoring by POST staff or agency personnel has been accomplished only on an exceptional basis.

The feed-back loop from student/attendee via the Course Evaluation Instrument provides POST with a rapid source of information but it is susceptible to manipulation and lacks the rich attributes of a more comprehensive on-site monitoring method.

ANALYSIS

A great deal of interest and support has been expressed by the field to develop a monitoring and evaluation program. Meetings with chief executives and organizations including CAPTO, CPOA, and CPCA have consistently resulted in recommendations for increases in the monitoring of POST certified courses.

Chiefs & sheriffs have shown interest in personal involvement in a monitoring program and have also indicated willingness to involve senior staff from their agencies in both program development and on-site monitoring. This approach would be optimal. It requires no additional POST staff and more importantly, it would help assure that leaders are confident that POST training is meeting, not being set by, departmental policy.

The initial approach would be to monitor, on a random basis, some course offerings, and more systematically audit those courses that address the most critical, sensitive and high liability topics.

A suggested method for development of a pilot program to increase monitoring is as follows:

POST staff would hold initial meetings with Chiefs, Sheriffs, subject matter experts, and course presenters to obtain feedback and to establish guidelines and consensus for the program. Meetings would cover:

- Selecting courses for a pilot monitoring program
- Selection of monitors
- Methods for monitoring & evaluation
- Assessment and Evaluation instruments
- Reimbursement for evaluators

It is proposed that depending on the results and input from these meetings, POST would establish a group of willing and qualified monitors for a pilot program. Chiefs and agency heads, sheriffs, retired chiefs, senior police and sheriff staff members would be utilized initially. There is tentative concurrence with this approach by the California Police Chiefs Training Committee.

Further tentative proposals are:

- Monitors would attend presentations of POST certified classes and would complete an evaluation report on the class using previously developed instruments.
- The evaluation report would be submitted to POST. The reports would be directed to appropriate staff for review and analysis. POST area consultants would work with presenters on identified problems to complete the feed-back loop.
- POST would reimburse evaluators for travel and expenses. Other reimbursements such as stipends would depend on employment status and available resources.

- ° The proposed pilot program would be analyzed and evaluated at the end of one year and a report submitted to the Commission, with recommendations for the scope and content of a possible statewide program

COST

An analysis of potential costs for a pilot program is:

1. Two meetings with 25 attendees @ \$125/day = \$6250
2. Travel for up to 12 attendees @ \$200 = \$2400
3. Meeting rooms and related costs= \$2000
4. 48 days of monitoring activity @ \$125 day = \$6000
5. Travel for monitors 12 X \$200 = \$2400

Total cost for development and monitoring...\$19050

RECOMMENDATION

Approve the development of a process for the monitoring and evaluation of selected POST certified courses and a pilot monitoring program consisting of 400 hours using police and sheriff staff as volunteer monitors and evaluators. Program to be implemented by January 1, 1994.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Status Report on the Reimbursement for Satellite and IVD Systems		Meeting Date November 4, 1993
Bureau Training Program Services	Reviewed By Otto Saltenberger <i>Ott</i>	Researched By Otto Saltenberger
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 10/20/93	Date of Report September 17, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Report on the reimbursement for satellite and IVD systems and related issues.

BACKGROUND

On January 21, 1993 the Commission adopted new and amended regulations to reimburse eligible agencies for the purchase of satellite antenna systems and interactive videodisc (IVD) delivery systems.

Since the program began on February 5, 1993, 409 (76.3%) of the eligible agencies have purchased, installed, and are being reimbursed for satellite antennas and IVD delivery systems. The 409 agencies reimbursed to date have acquired 424 satellite antenna systems and 453 IVD delivery systems. Of the total 409 agencies participating to date, 366 agencies have requested reimbursement for both systems. Twenty four agencies have acquired only an IVD system, and 19 agencies have acquired only the satellite antenna system.

The Commission estimated \$4.7 million in total reimbursement for the program. To date, \$3,262,994 has been reimbursed for the above systems. A total of 37 agencies requested and were approved for multiple systems. Approvals granted but unreimbursed to date for multiple systems consisting of 88 IVD systems, and 76 satellite antenna systems informally encumbers an estimated additional \$618,278.

ANALYSIS

To date, \$3.9 million of the \$4.7 million estimated for satellite and IVD reimbursement has either been expended or encumbered for approved equipment requests. Additionally, there are 122 eligible agencies (including eight sheriff's departments and 36 police departments) which could request reimbursement for both satellite antennas and IVD systems totaling an additional

\$942,000. These agencies are being contacted to determine their desire to participate to complete the training network as quickly and completely as possible.

Two issues have surfaced regarding agency requests for approval to purchase additional equipment for multiple training sites.

- ° Requests have been received from several smaller agencies for multiple systems where only a few people work at the substation. Six agency requests totaling six satellite dishes and 11 IVD systems have been held in abeyance pending policy consideration. Approval of these requests would amount to approximately \$69,000 in reimbursement. Although the convenience of having equipment available at somewhat remote locations is noteworthy, an extremely limited number of user personnel are involved.
- ° Three large departments have requested more than one IVD system at each substation or training location. The additional number of IVD systems requested by these departments totals 87. Of concern to the larger agencies is the ratio of students per IVD machine. Reimbursement for the additional systems would amount to approximately \$432,000. Current regulation provides for one satellite dish and one IVD system per approved site. Reimbursement for multiple IVD systems per site is precluded and would require regulation changes should the Commission want to change current policy.

Justification of additional equipment reimbursement to provide satellite antenna and IVD systems to remote minimal user sites and multiple IVD systems based on large number of personnel is difficult at best. Providing equipment to any and all sites and assuring a low user to IVD ratio would be the ideal. However, the extreme cost is prohibitive. The program was originally estimated at \$4.7 million. \$3.9 million has been committed to date. Total agency participation would add another \$900,000+ and thus exceed original projection. To add another \$500,000 to provide reimbursements for limited remote substation use and multiple IVD systems at large agency sites appears prohibitive in light of current fiscal projections.

If these requests were approved, it would lead to more similar requests. Agencies previously approved for a specific number of satellite and IVD equipment could reapply for more. Absent any finite requirements, additional single site multiple IVD requests could number in the hundreds. Potential proliferation would further exacerbate the fiscal impact.

Financial capabilities must be considered along with other policy considerations. On balance, it is recommended that the Commission stay with the satellite and IVD program currently set forth in the regulations. Certainly, the matter could be revisited in the future if conditions so indicate. Meanwhile, the Commission has done what no other law enforcement training program in the world has accomplished (as far as we know) by making this equipment available to each regular training location in every department in the State. Departments who wish to exceed the Commission's generous reimbursement program ought to feel free to do so on their own if they believe such action would be cost-effective for their purposes. As for POST, the Commission may wish to devote future resources to improving and upgrading the newly established basic system rather than try to fund all the branching needs and wishes of each department.

Recommendation

It is recommended that the Commission continue to deny requests for additional satellite and IVD substations with limited user personnel and reaffirm its policy to provide no more than one IVD system at each approved substation or training site.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Approval for Expenditure Authority to Continue Master Instructor Program for FY 93/94		Meeting Date November 4, 1993
Bureau Training Program Services	Reviewed By Otto Saltenberger <i>[Signature]</i>	Researched By Don Moura <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval 10/20/93	Date of Report September 17, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission allocate an additional sum of \$21,000 to continue the Master Instructor Development Program during Fiscal Year 1993-94 with the implementation of the first two workshops of Class #2?

BACKGROUND

In 1989 the Commission approved funding a Law Enforcement Consultant II position to establish the POST Instructor Development Program directed at improving the overall quality and effectiveness level of instructors in California law enforcement training programs.

ANALYSIS

While staff has completed work on the development of an overall plan for a POST Instructor Development Program (See Attachment A), initial attention was given to the development of the Master Instructor Development Program component (See Attachment B). The program consists of three phases that develops the competencies of selected experienced instructors, bringing them to a mastery level based upon identified Mastery Dimensions (See Attachment C). The program additionally develops the candidates to act as mentors and trainers for all other instructors at all levels of instructional experience. Phase I of the program (Master Instructor Core Course) was developed and pilot tested in 1991 with excellent results. Commensurate with the activities involved in the development of Phases II and III, the Basic Instructional Skills Development Course was developed and pilot tested with similar results. Staff has completed the pilot testing of Phase II with the presentation of the Learning Project Workshop, three Quarterly Progress Workshops, and a Project/Dimension Presentation Workshop conducted in late August, 1993. The Master Instructor candidates are now implementing and validating their major projects during Phase III with completion date scheduled for October 15th, and graduation of Class #1 in early November.

The program to this point, including the development and pilot testing of the Phase I Master Instructor Core Course and Phase II portion of the program, have been completed by POST staff with the assistance of a sole source contractor and the San Diego Regional Training Center. Staff has received positive feedback from the law enforcement training community. The program candidates have progressed tremendously in developing instructor mastery, and in becoming a resource for other instructors and training presenters. They are pleased with the success to this point and believe that we are on the right path to the development of a system of master instructors that will ultimately produce outstanding returns in improved quality and effectiveness of all POST certified training.

Up to this point in FY 93-94, contract costs of \$6,600 have been expended to complete Class #1 through the San Diego Regional Training Center. In order to continue the program and initiate Class #2 (projected to begin in March 1994) with the Phase I Core Course and Phase II Learning Project Workshop, an additional contract for \$21,000 is necessary. If approved, this contract would be with the San Diego Regional Training Center to cover costs of instructors and materials.

RECOMMENDATIONS

1. In order to continue the Master Instructor Development Program, authorize the Executive Director to enter into a contract with the San Diego Regional Training Center for an amount not to exceed \$21,000 to begin Class #2.

POST INSTRUCTOR DEVELOPMENT PROGRAM

The program consists of a "three track" system:

- (1) The Basic Instructional Skills Development Program. This is an 80 hour Basic Instructional Skills Development Course for novice instructors who would teach in most courses. A 40 hour version of the same course has been developed for more experienced incumbent instructors.
- (2) The Short Module Instructor Development Program. This is a programmed instruction approach for individuals who are agency trainers/instructors and who will only be presenting a short predesigned module or facilitating a group discussion a few times a year.
- (3) The Master Instructor Development Program (a one year, three-phase program that elevates the competencies of selected experienced instructors to a mastery level, and develops them as mentors and trainers for all other instructors at all levels).

The program utilizes a building block approach from basic to master instructor levels.

1. Basic Instructional Skills Development Program:
includes a Basic Instructional Skills Development Course and also includes a basic instructor skills development practicum (experiential learning demonstrating skills learned). The course is presented in two formats; and 80 hour version for novice instructors, and a 40 hour version for incumbent instructors. Both courses are designed to be taught by Master Instructors.

Additionally being considered is an Instructional Skills Update Practicum, led by Master Instructors, that would be added to this track to ensure the maintenance of a desired level of instructor competence in future years, and to add additional skills.

2. Short Module Instructor Development Program:
This program would be multi-dimensional depending upon the particular programmed instruction package, e.g. short pre-designed modules, distance learning programs, discussion programs, etc. These development programs would be presented also by Master Instructors.

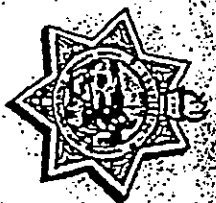
3. Master Instructor Program:

- A. Phase I consists of the screening of Master Instructor candidates from selected experienced instructors recommended by, as appropriate, their agency and the Director of the certified POST presenter they represent, and the completion of the 80 hour POST Master Instructional Development Core Course (defining requisite skills of a POST Master Instructor; provided an unhoneed version of the tools necessary to positively impact training; course sets tone and begins behavioral change process and a paradigm shift by providing an introduction to Adult Learning Concepts; Instructional Systems Design (ISD); POST Training Effectiveness Model (TEM); Active Training Methods; and Trainer Skills, Ethics, and Values)
- B. Phase II transitions the Master Instructor Candidate to the development of a mastery level in all of the identified Master Instructor Dimensions (this is the researching, reading, and learning phase of the Master Instructor Development Program--utilizes a self-directed learning methodology with learning contracts, expert mentors, peer and staff evaluation). This phase consists of a Learning Project Workshop designed to assist the candidates in developing their individual learning contracts for completion of a major project and a correlating elective, along with two Progress and one Validation Workshops over an eight month period, that will allow them to demonstrate minimally, both in writing and an approved practical manner, the identified Master Instructor Dimensions.
- C. Phase III consists of the application/validation process where the candidates modify all of their instructional responsibilities incorporating the adult learning techniques that reflect the core philosophy of the program, and the implementation of their Major Project. The candidate is assigned a mentor to use as a resource for any assistance in making the transition, where appropriate, from the traditional strict pedagogical mode to instructional modules utilizing an andragogical, adult experiential learning techniques mode.

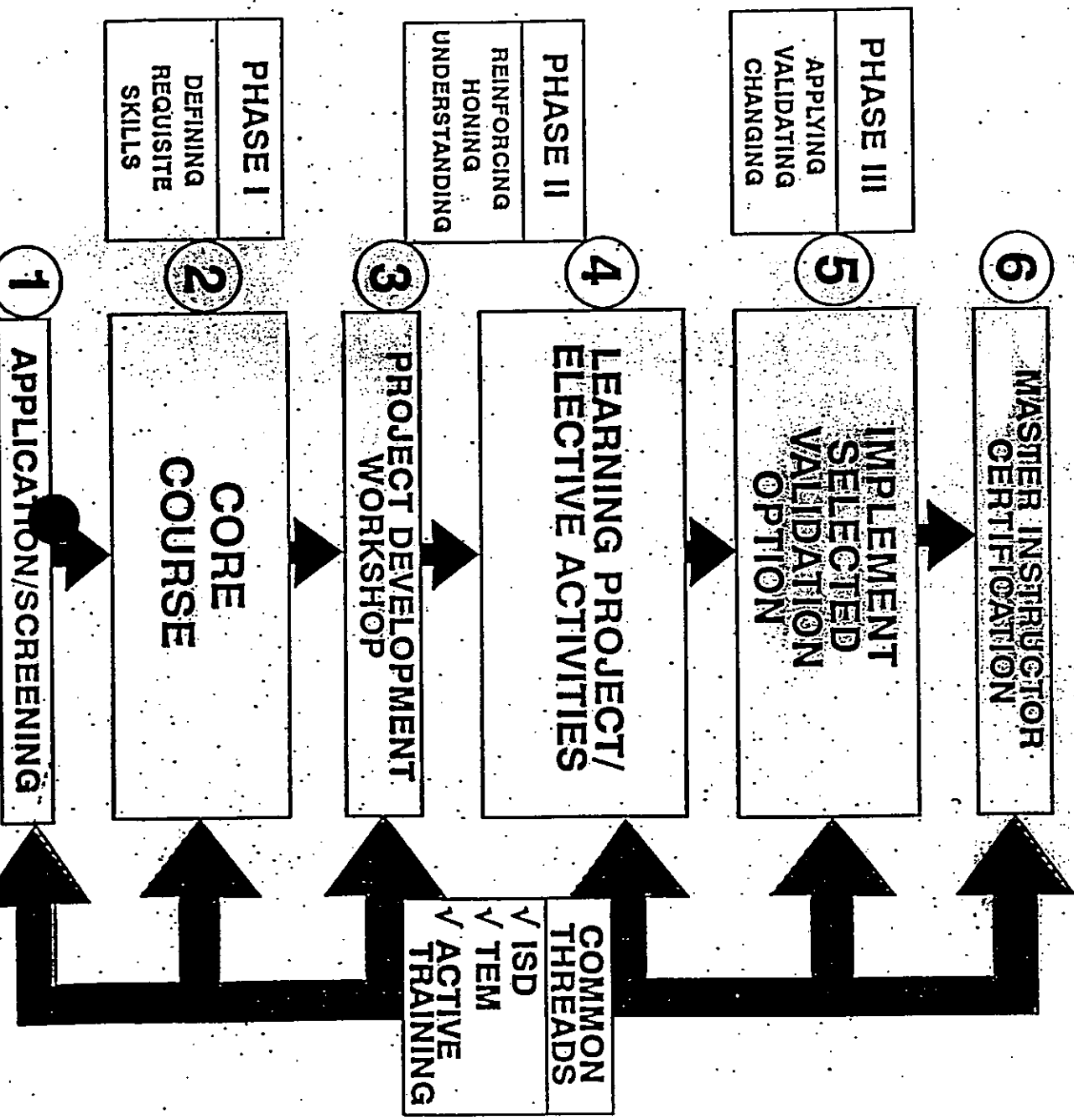
After a satisfactory review by the candidate's mentor and POST Instructor Development Program staff, the candidate is awarded the POST Master Instructor Certificate. It is proposed that an annual Master Instructor Update Workshop will be required to maintain the certificate. At this

workshop, Master Instructors would provide verbal and written illustrations of their mentoring and training interventions completed for the previous year. Additionally at this workshop, as new instructional technologies and strategies are identified for POST statewide training by the Commissions' Learning Technology Resource Center Bureau, the Master Instructors will become a catalyst for sharing these fresh concepts with instructors statewide.

- D. Master Instructors would then be utilized as instructors/mentors for instructing in, and the facilitation of, the Basic Instructional Skills Development Program, the Short Module Instructor Development Program, and some modules of the Master Instructor Development Program. They would also be prepared to assist training directors and coordinators in on-site assistance for the development of courses, curriculum, and the evaluation of instructors at all levels of instruction.

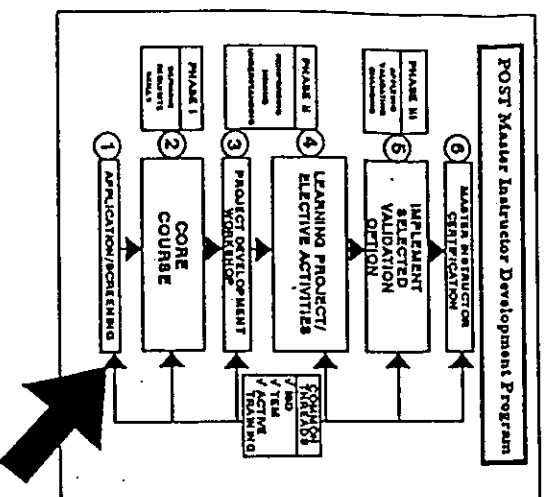


POST Master Instructor Development Program



POST MASTER INSTRUCTOR DEVELOPMENT PROGRAM GENERAL COMMENTS

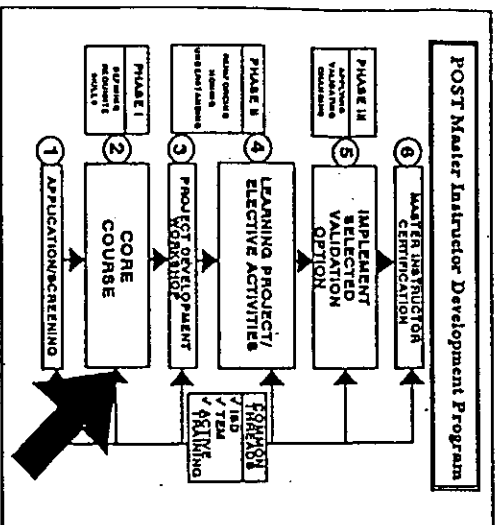
- ▶ A SIX-STEP, THREE-PHASE PROCESS PRODUCING AN EVOLUTIONARY PARADIGM SHIFT; FROM INSTRUCTOR TO A FULL-SERVICE MANAGER OF AN ACTIVE TRAINING ENVIRONMENT
- ▶ DEVELOPS MENTORS AND COACHES FOR OTHER TRAINERS
- ▶ PROVIDES A FULL TOOLKIT OF TRAINING OPTIONS
- ▶ COMMON THREAD/PROGRAM FOUNDATION IS INSTRUCTIONAL DESIGN, THE TRAINING EFFECTIVENESS MODEL, AND ACTIVE TRAINING
- ▶ LEARNING VEHICLES ARE A LONG-TERM LEARNING PROJECT, SHARING OF THE PROJECT, AN ELECTIVE, AND THE SELF-DIRECTED LEARNING PROCESS
- ▶ A ONE-YEAR PROGRAM; START TO CERTIFICATION
- ▶ AN ACR58 INITIATIVE



1

APPLICATION/ SCREENING

- ✓ **COMMAND COURSE APPLICATION AS A GUIDE**
- ✓ **REFLECTS MASTER INSTRUCTOR DIMENSIONS/
ATTRIBUTES**
- ✓ **SCREENING COMMITTEE (USE MASTER INSTRUCTORS)**
 - **REGIONALIZE (MINIMIZE COSTS)**
 - **POST INVOLVEMENT AT EACH STEP**
 - **WRITTEN DIMENSIONS/ATTRIBUTES**
 - **ON-SITE PERFORMANCE EVALUATION**
- ✓ **CRITICAL ELEMENTS IN SCREENING PROCESS INCLUDES
THEIR ROLE MODEL POTENTIAL, ETHICS, VALUES,
TRAINING EXPERIENCES, AND PRESENTATION SKILLS**
- ✓ **FINAL ACCEPTANCE RESTS WITH POST**



2 CORE COURSE

✓ **GOAL: DEFINE THE REQUISITE SKILLS OF A POST MASTER INSTRUCTOR**

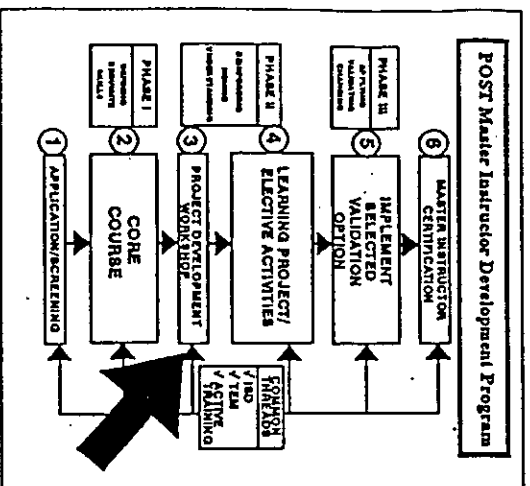
✓ **PROVIDE AN UNHONED VERSION OF THE TOOLS NECESSARY TO POSITIVELY IMPACT TRAINING**

✓ **USES ADULT LEARNING CONCEPT; SUCCESSFULLY VALIDATED BY THE CORE COURSE PILOT**

✓ **CORE COURSE SETS TONE AND BEGINS BEHAVIORAL CHANGE PROCESS (PARADIGM SHIFT)**

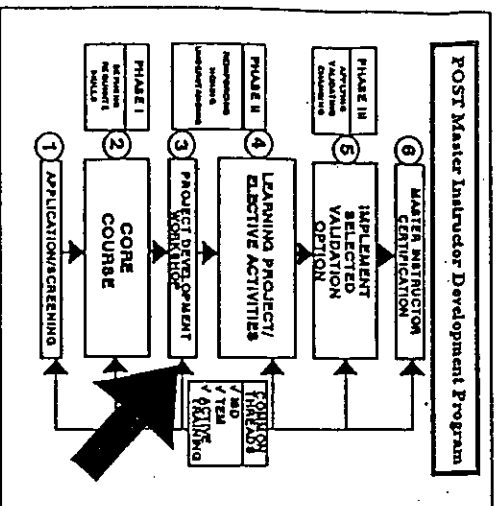
✓ **INTRODUCES COMMON THREADS TO BE BUILT ON THROUGHOUT THE PROGRAM:**

- INSTRUCTIONAL SYSTEMS DESIGN\DEVELOPMENT (ISD)
- TRAINING EFFECTIVENESS MODEL (TEM)
- ACTIVE TRAINING METHODS
- PLUS TRAINER SKILLS, ETHICS, VALUES, VISIONS



3 PROJECT DEVELOPMENT WORKSHOP

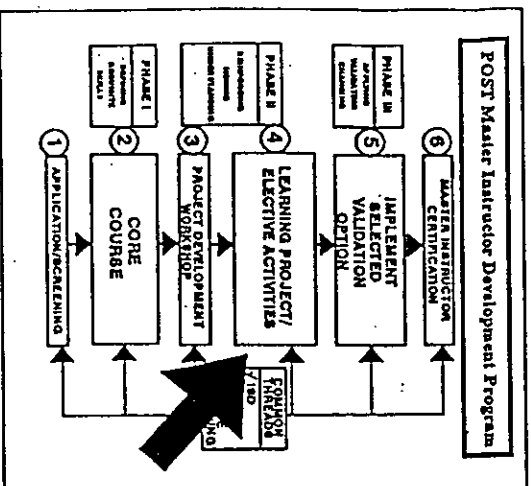
- ✓ FOLLOWS CORE COURSE; REQUIRES A RESPITE, GROUNDWORK LAYED DURING CORE COURSE
- ✓ CONTINUES THE ADULT-LEARNING METHODOLOGY ACQUIRED IN THE CORE COURSE
- ✓ FACILITATOR-LED; MUST MOTIVATE, GUIDE AND ASSIST LEARNERS IN COMPREHENDING DIMENSION(S)
- ✓ USES LEARNING CONTRACT AND MONTHLY PROGRESS REPORTS AS MANAGEMENT TOOLS
- ✓ 4-DAYS IN LENGTH
- ✓ LEARNERS WILL BEGIN TO DO SOME PRELIMINARY WORK ON THE DEVELOPMENT OF THEIR LEARNING PROJECT DURING THE CORE COURSE



3a

PROJECT DEVELOPMENT WORKSHOP (CONTINUED)

- ✓ DURING RESPITE THEY FORMULATE A PROJECT AND IDENTIFY POTENTIAL RESOURCES
- ✓ RESOURCES MUST INCLUDE WILLING AND QUALIFIED LOCAL EXPERTS WHO WILL GUIDE LEARNERS (WOULD NORMALLY INCLUDE A NUMBER OF DIFFERENT EXPERTS)
- ✓ PROJECT GOAL IS TO PROVIDE A FORUM THAT WILL ENSURE SKILLS AND DIMENSIONS ARE ENHANCED THROUGH A MEANINGFUL LEARNING PROJECT
- ✓ SPECIFICS SPELLED OUT IN ATTENDANCE LETTER
 - CORE COURSE vs THIS ADD-ON
 - NEED FOR THEM TO ESTABLISH STANDARDS/EXPECTATIONS
 - MASTER INSTRUCTORS AS ROLE MODELS FOR OTHERS



4

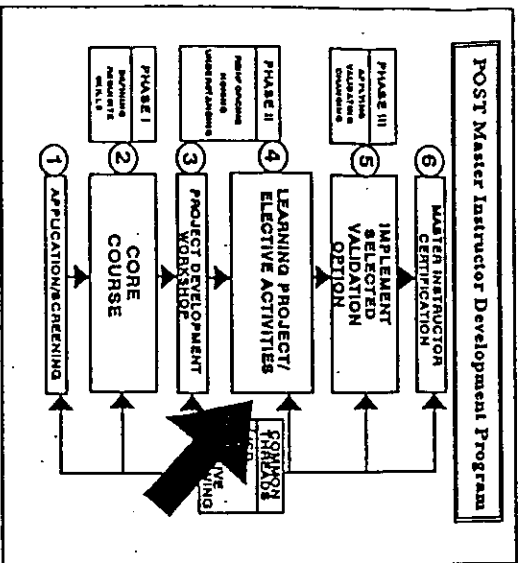
LEARNING PROJECT/ ELECTIVE ACTIVITIES

✓ THE RESEARCHING, READING, SHARING, AND LEARNING PHASE OF THE MASTER INSTRUCTOR PROGRAM

✓ GOAL: UNDERSTAND, REINFORCE, AND HONE SKILLS DEMONSTRATED IN THE CORE COURSE AND ARTICULATED IN THE MASTER INSTRUCTOR DIMENSIONS

✓ CONTROLLED THROUGH THE USE OF FACILITATOR-LED, QUARTERLY WORKSHOPS:

- USE CONTRACT FACILITATOR EARLY-ON; TRANSITION TO SELECTED MASTER INSTRUCTOR MENTORS OVER TIME. CONTRACTOR WILL PROVIDE MAINTENANCE, EVALUATION, AND ENHANCEMENTS
- FACILITATOR MUST SET TONE AND ASSIST THEM TO ESTABLISH AND MAINTAIN REASONABLE STANDARDS AND EXPECTATIONS FOR ALL PARTICIPANTS (MAXIMIZE PEER PRESSURE AND GROUP SHARING)
- MAXIMUM USE OF AVAILABLE TECHNOLOGY TO SHARE INFORMATION, ENCOURAGE, COACH, RECOMMEND RESOURCES (TELEPHONE, FAX, E-MAIL, VIDEO TAPE, NEWSLETTER, ETC.)



4a

LEARNING PROJECTS/ ELECTIVE ACTIVITIES

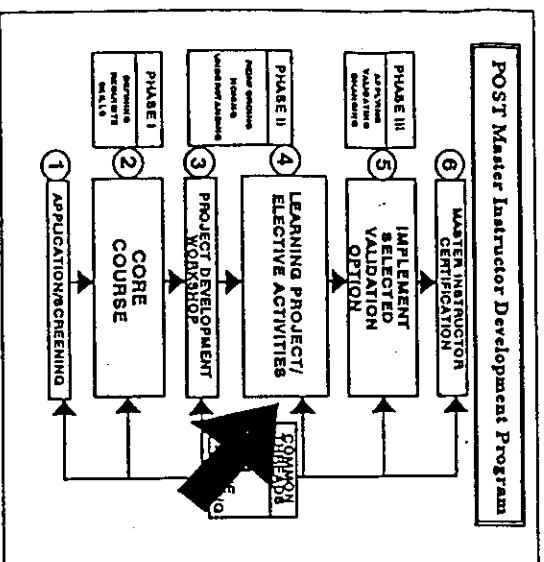
(CONTINUED)

✓ LEARNERS WILL ALSO SELECT AND DO WORK ON ONE ELECTIVE IN SUPPORT OF THEIR INSTRUCTIONAL DUTIES

✓ THE ELECTIVE CAN EITHER BE SELECTED FROM A PROVIDED LIST OR CAN BE DEVELOPED BY THE LEARNER (CRITERIA: NEED AND APPROPRIATENESS)

✓ POTENTIAL ELECTIVES:

- GRAPHICS DESIGN/DEVELOPMENT
- PRESENTATION METHODOLOGY
- SKILL DEVELOPMENT FACILITY
- BASIC COURSE INSTRUCTION
- COMPUTER-BASED TRAINING
- PRACTICAL EXERCISES
- ADVANCED TECHNOLOGY CLASSROOM
- COURSE SOFTWARE DEVELOPMENT
- TRAINING MANAGEMENT CONCERNS
- SUPERVISORY COURSE INSTRUCTION
- INVESTIGATIVE TRACKS
- SIMULATIONS



4b

LEARNING PROJECT/ ELECTIVE ACTIVITIES (CONTINUED)

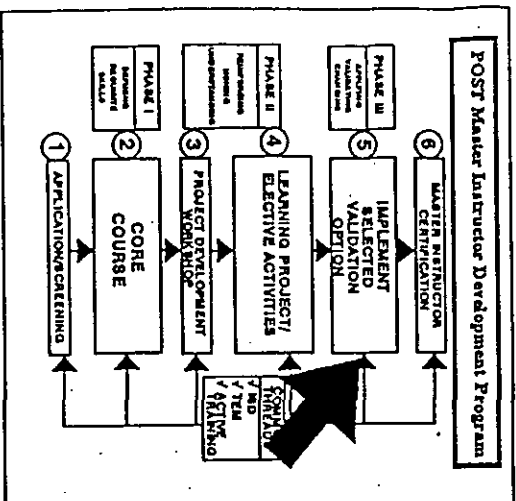
✓ LAST SESSION OF THIS PHASE IS A 5-DAY PROJECT VALIDATION WORKSHOP

- SHOW AND TELL FORMAT (WHAT, HOW AND WHY)
- USE OF LOCAL EXPERTS WHEN FEASIBLE ADDS TO WORKSHOP QUALITY
- MUST MEET CONTRACT PARAMETERS (PEER, FACILITATOR, AND POST VERIFICATION)
- LEARNER REQUIRED TO PROVIDE THE DETAILS OF HOW THEIR LEARNING PROJECT WILL BE IMPLEMENTED AND VALIDATED USING THEIR NEW SKILLS TO IMPROVE POST TRAINING WITHIN THEIR SPHERE OF INFLUENCE; REQUIRES GROUP AND POST ACCEPTANCE OF THE PRESENTED VALIDATION OPTION

✓ VALIDATION OPTIONS INCLUDE, BUT ARE NOT LIMITED TO:

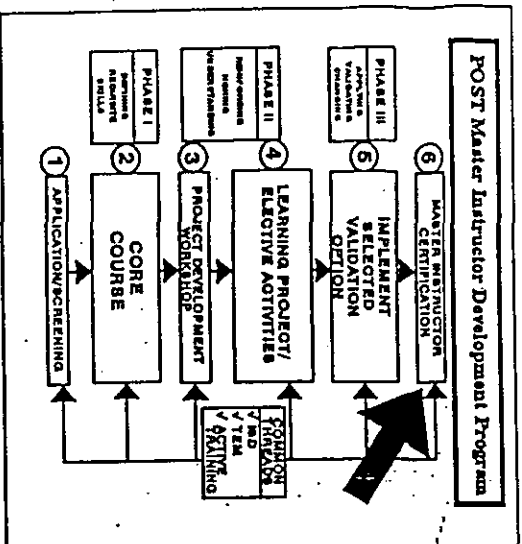
- DEVELOPING A TRAINER SKILLS MODULE WITH MENTORING PLANS
- MODIFYING TRAINING MODULES USING THEIR NEW SKILLS
- CONDUCTING AN IN-DEPTH TRAINING RELATED STUDY
- DESIGNING A NEW TRAINING PROGRAM
- TRAIN-THE-TRAINER COURSE

NOTE: EXIGENT CIRCUMSTANCES MAY NOT ALLOW SOME CANDIDATES TO COMPLETE THE PROGRAM IN ONE YEAR (EXTENSIONS AND EXCEPTIONS ARE GRANTED ON A CASE-BY-CASE BASIS AND PHASES MAY BE OFFERED NEXT OFFERING)



5 IMPLEMENT SELECTED VALIDATION OPTION

- ✓ **IMPLEMENT THE SELECTED VALIDATION OPTION USING THEIR LEARNING PROJECT AS THE VEHICLE**
- ✓ **DEMONSTRATE THROUGH PERFORMANCE THEIR LEARNED MASTER INSTRUCTIONAL DIMENSIONS**
 - MEET LEARNING CONTRACT GOALS/ OBJECTIVES/VALIDATION CRITERIA
 - DEMONSTRATE EXPERTISE IN INSTRUCTIONAL SYSTEMS DESIGN/ DEVELOPMENT, THE POST TRAINING EFFECTIVENESS MODEL, AND EMPLOY ACTIVE TRAINING TECHNIQUES WHERE AND WHEN APPROPRIATE IN THE SELECTED VALIDATION OPTION
- ✓ **FINAL EVALUATION PROCESS IS FLEXIBLE AND TAILORED TO THE SPECIFIC VALIDATION OPTION FORMAT SELECTED**
 - EXAMPLE: A TRAIN-THE-TRAINER COURSE EVALUATION WOULD LIKELY INCLUDE STUDENT FEEDBACK, A LOCAL SUBJECT-MATTER-EXPERT, AND APPROPRIATE POST REPRESENTATION
 - A TRAINING SKILLS MODULE WOULD LIKELY INCLUDE SELECTED USER FEEDBACK, SUBJECT-MATTER-EXPERT EVALUATION, AND POST INPUT



**POST MASTER
INSTRUCTOR
CERTIFICATION**

**ANY INSTRUCTOR COMPLETING
THIS PROGRAM IS, AND DESERVES
TO BE, A . . .**

MASTER INSTRUCTOR

**"TYPICAL" MASTER INSTRUCTOR
DEVELOPMENT PROGRAM CYCLE**
(A ONE-YEAR CYCLE; START TO CERTIFICATION)

**TWO-WEEK
CORE COURSE**

**45-60
DAYS**

**4-DAY PROJECT
DEVELOPMENT
WORKSHOP**

**60
DAYS**

**3-DAY PROGRESS
WORKSHOP**

**90
DAYS**

**3-DAY PROGRESS
WORKSHOP**

**90
DAYS**

**5-DAY PROJECT
VALIDATION
WORKSHOP**

**60
DAYS**

**IMPLEMENT
AND
VALIDATION OPTION
CERTIFICATION**



POST MASTER INSTRUCTOR DEVELOPMENT PROGRAM

THE SUCCESSFUL POST MASTER INSTRUCTOR DEVELOPMENT PROGRAM CANDIDATE WILL SATISFACTORILY DEMONSTRATE COMPETENCE (KNOWLEDGE, SKILLS, AND ABILITIES) IN WRITING AND IN AN APPROVED PRACTICAL MANNER, THE INSTRUCTOR DIMENSIONS LISTED BELOW:

- o Ability to utilize and defend the use of the POST Master Instructor Law Enforcement Instructional Systems Design/Development Model (ISD) in all phases of the respective course/project development.
- o To be recognized by others as a subject matter expert (SME) in a specified subject area based on background, research, training, education, experience, need, and demonstrated abilities; to include communication and presentation skills.
- o Ability to design, conduct, synthesize, and publish in a manner and format useful to others an article, and/or research materials related to their areas of expertise using a full range of resources.
- o Ability to research, develop, teach, and train others to teach a selected course of instruction using a "fresh" approach that includes active training, learner involvement, and sharing of facilitator/instructor and student experiences.
- o Ability to develop a total ISD training package in support of the selected course or module that includes as a minimum: (1) an examination of the POST Training Effectiveness Model options, and a rationale for the final selection; (2) use of the computer as an instructional aid; (3) lesson plans with stated goals and objectives; (4) learner handouts; (5) graphics and media utilization; (6) reinforcing exercises; (7) test instruments and validation; (8) resource support package that includes a defensible budget and recommended training facility and equipment; and (9) learner and course evaluation.
- o Ability to understand and demonstrate competency in the application of adult learning concepts, group dynamics, small and large group activities, the selection and use of the various instructional aids, and group facilitation.
- o Ability to understand the concept of emerging instructional technology including Distance Learning, Computer Based Training (CBT), Interactive Video Disc (IVD), and then to consider how it may be used conceptually in the selected course or module. During this process the candidate will review a POST course or module that uses this technology. Local experts, POST experts and experiences, and personal research will be used in support of the candidate's recommendation.
- o Ability to develop personal mentoring, coaching, remediation, counseling, and listening skills that will enable them to be a role model for other instructors and an advocate for the Master Instructor Development program within their training sphere of influence. The successful candidates will be required to provide a list of readings, and a written journal of their personal accomplishments throughout the program and future plans in this area approved in conjunction with their respective Training Director.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authority to Sell Copies of POST Telecourses		Meeting Date November 4, 1993
Bureau Training Program Services	Reviewed By Otto Saltenberger <i>[Signature]</i>	Researched By Ray Bray <i>[Signature]</i>
Executive Director Approval <i>[Signature: Norman C. Boehm]</i>	Date of Approval 10-1-93	Date of Report September 1, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the negotiation of a contract with San Diego State University-KPBS to sell copies of POST telecourses.

BACKGROUND

The Commission began televising satellite training telecourses in 1989 with Missing Persons. For the last two years POST, through KPBS, has produced one interactive telecourse per month.

On January 21, 1993 the Commission approved regulations providing the authority to reimburse local agencies for the purchase of satellite receiver antennas. To date over 400 agencies have been reimbursed for the purchase of this equipment.

As the popularity of the program grows, the phone and mail requests for copies of the videos from California non-law enforcement agencies, private persons, and out-of-state law enforcement agencies, have increased, with a concomitant demand on staff time to respond to the requests for information. Most out-of-state and private agencies who call wish to purchase the video or offer to send a blank tape in exchange for a copy. Heretofore we have made every attempt to accommodate out-of-state law enforcement agencies, and advised others that we were unable to accommodate their requests. The volume of calls and letters has strained our limited staff, not to mention the packaging and mailing expense.

ANALYSIS

KPBS-TV has offered a proposal to sell POST videos to out-of-state agencies or in-state non-law enforcement agencies. KPBS presently sells public broadcasting videos, possesses an 800 telephone number, and has a process in place to collect payment and mail these videos.

KPBS proposes to provide:

- ° All dubbing, labeling, handling, and shipping
- ° An 800 number with business hours staffing
- ° Credit card and purchase order processing
- ° Complete accounting documentation and records of sales
- ° A royalty check to POST twice a year of 50% of the profits

POST would provide;

- ° KPBS with the rights to market, distribute, and receive payment for the sale of POST videos
- ° A procedure to order additional workbooks and training materials to be included with the videos
- ° A detailed description of each program, with full credit to POST for production
- ° All requests from out-of-state and all requests from California non-law enforcement agencies to KPBS for handling

Certain videos distributed by KPBS would necessitate a special arrangement designed to meet the needs of POST regarding special arrangements/contracts to third parties, i.e., CPOA for Legislative Update, Dr. George Thompson for Verbal Judo and others which require special handling because of special contracts. POST would evaluate each video to ensure no sensitive material was sold to any non-law enforcement personnel.

Nothing in this agreement with KPBS would alter the way POST serves California Law Enforcement. All agencies would continue to receive copies of requested videos, workbooks, and training materials at no cost.

Cost per video would be determined by devising a formula to include production costs, workbook development, and printing costs. Certain overhead costs to KPBS would be static, those would include; tape duplication, handling, credit card processing and shipping and personnel costs.

POST and KPBS would then split the remaining revenue on a 50/50 split. For example, a \$49.95 video would have an operating and handling cost to KPBS of \$19.05, subtracted from the sale price would leave a net of \$30.90. POST would receive an income of \$15.45 per order.

While the financial income would not be great, permitting KPBS to coordinate tape sales would alleviate demands on staff time and permit otherwise excluded parties to receive quality training tapes at a reasonable cost. It is difficult to project annual income, as no record has been kept of requests from non-California law enforcement agencies. POST presently has 20 telecourse videos which would be available for sale.

This agreement would include POST original produced telecourses only and not the locally produced training videos and case law update satellite training programs.

RECOMMENDATION

Authorize the Executive Director to enter into an agreement with San Diego State University-KPBS for the sale of copies of POST telecourses to out-of-state law enforcement agencies, private parties and in-state non-law enforcement agencies.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Approval-Converting Basic Course Driver Training Tuitions to Contracts		Meeting Date November 4, 1993
Bureau Training Delivery and Compliance	Reviewed By Ronald T. Allen <i>RTA</i>	Researched By Gary C. Sorg
Executive Director Approval <i>Mouman C. Boehm</i>	Date of Approval 9.21-93	Date of Report October 22, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Approval to convert Plan III Basic Course Driver Training courses to contract courses by entering into Interagency Agreements between POST and presenters.

BACKGROUND

Traditionally, these courses have been presented as tuition courses. Shrinking County and City budgets have made it difficult for law enforcement agencies to pay the up-front tuition costs for these programs.

At the April Commission meeting, staff was directed to transfer some categories of training, identified as high cost and needed statewide, from tuition to contract. Basic Course Driver Training, Basic Motorcycle Training, Basic Narcotics Training, and the Institute of Criminal Investigation have been identified as meeting this category. At its July meeting, the Commission approved the conversion to contracts for specific presenters for the Basic Narcotics courses, the Basic Motorcycle courses, the ICI Core courses, and for one presenter's Driver Training course in the Basic Course. This proposal would convert the remaining presenters of driver training in the Basic Course to contracts.

ANALYSIS

The amount proposed in this agreement represents the same amount allocated through terms of certification for tuition and should not increase the fiscal impact to the Peace Officer Training Fund.

This agreement will make these training programs more convenient for law enforcement.

It is requested that the Commission authorize the Basic Course Driver Training courses for the following agencies and colleges to be converted from tuition to contract courses:

Alameda County Sheriff's Department
Alan Hancock College
Butte College
Evergreen College
Fresno City College
Gavilan College
Los Angeles Police Department
Los Angeles Sheriff's Department
Los Medanos College
Modesto Junior College
Oakland Police Department
Redwoods Center - College of the Redwoods
Sacramento Police Department
Sacramento County Sheriff's Department
San Diego Police Department
San Francisco Police Department
Ventura County Sheriff's Department

The Commission's maximum allowable tuition for the Driver Training Course in the Basic Academy is \$380. If the Driver Training Course is affiliated with a college receiving full-time equivalent students, (FTES) subvention, the maximum allowable tuition is \$323. Each of the presenter's Driver Training Courses is based on the actual justified cost. The average cost of the 40 presentations planned for the remaining fiscal year is approximately \$362.

RECOMMENDATION

Authorize the Executive Director to enter into contracts with the agencies and colleges described above to present a maximum of 40 presentations, training a maximum of 1395 students. The total amount of these contracts not to exceed \$ 504,735 for the period starting January 1, 1994 and ending June 30, 1994.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title DEPARTMENT OF CONSERVATION, DIVISION OF RECYCLING, SPECIAL INVESTIGATION SECTION		Meeting Date NOVEMBER 4, 1993
Bureau MANAGEMENT COUNSELING	Reviewed By <i>medic</i> MICHAEL C. DI MICELI	Researched By PAUL HARMAN
Executive Director Approval <i>William C. Brumm</i>	Date of Approval 10/19/93	Date of Report OCTOBER 18, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the auditor positions assigned to the Special Investigation Section in the Division of Recycling, Department of Conservation, be designated as peace officers?

SCOPE OF THE STUDY

The scope of the study is limited to five auditor positions. The positions are staff management auditor (1), associate management auditor (3), and recycling specialist II (1) assigned to the Special Investigation Section, Division of Recycling, Department of Conservation. For the purpose of this study and report, the recycling specialist position is included with the auditor positions.

BACKGROUND

The Department of Conservation is a department of the State of California. The Department certifies, regulates, and audits California businesses operating in the recycling industry. In addition, the Department conducts investigations to prevent and detect fraud and assure that recycling companies, scrap metal dealers and their representatives are legitimate, certified, and make legal claims upon the California Beverage Container Recycling Fund.

Within the Department is the Division of Recycling, which includes the Special Investigation Section and the Enforcement Section.

- o The Special Investigation Section (SIS) was formed in January 1993 to investigate suspected criminal fraud perpetrated by certified recyclers and scrap dealers, and to prepare cases for prosecution. The auditors may require assistance from local law enforcement agencies during their investigations, and to serve arrest and search warrants. The local agency also presents a

completed investigation to the district attorney for prosecution.

- o The Enforcement Section audits certified recyclers and recycling transactions with the goal of discovering error or fraud, resolving the cases administratively, and recovering monies for the recycling fund. When an audit discloses potential criminal fraud, the Special Investigation Section may assume responsibility for the continuing investigation.

The five auditors in Special Investigation Section investigate reports of fraud perpetrated by certified recyclers and scrap merchants upon the California Beverage Container Recycling Fund. The majority of the subjects of investigation are State-certified entities of the recycling industry. However, a number of violators are not certified, are not subject to audit, and only come into investigative focus when some indication is received of their possible involvement in fraud activity. The Special Investigation Section also investigates individuals who bring ineligible aluminum containers into the State and attempt to claim California Beverage Container reimbursement.

The job descriptions for the auditor and recycling specialist positions include responsibility to audit and monitor recycling operations, and to prepare audit work papers. The job descriptions do not include specific mention of investigative responsibility or criminal prosecution.

METHODOLOGY OF THE STUDY

POST staff interviewed Michael Burn, Deputy Director, Department of Conservation, representing Director Edward G. Heidig; Tommy Ross, Deputy Director, Division of Recycling; Dennis Stone, Supervising Management Auditor, Field Operations Branch; and Walt Scherer, Supervisor of the Special Investigation Section. All five auditors assigned to this section were interviewed. A structured questionnaire was used to guide the interviews. Internal policies, budget and training plans and applicable laws were reviewed.

A case review included all active and closed cases in file. Caseload data were obtained through interviews and review of departmental documents.

ANALYSIS OF DATA

The Division of Recycling does not have a specific mandate under current law to investigate and prosecute fraud. The Department's oversight responsibilities primarily involve the certification, auditing and regulation of the recycling industry. However, Sections 14591(a)(b), California Container Recycling and Litter

Reduction Act, Public Resources Code, provide criminal sanctions (misdemeanor and felony) for specific violations of the Code. This implies a responsibility for the Department to investigate and prosecute criminal fraud, or to contract for that activity with another agency.

Staff reviewed all 11 cases investigated or in-process during the eight months the Special Investigation Section has been in existence.

- o One case, filed for criminal prosecution, resulted in guilty pleas for two of the original four defendants.
- o Three criminal investigation cases were administratively resolved with civil penalties and decertification.
- o Four cases, classified as criminal, are still open.
- o One case was classified as criminal and a complaint was filed; however, it was administratively resolved due to the lack of jurisdiction.
- o One case was classified as criminal; however, after investigation the suspect fled and no further action was taken.
- o One case was determined to be an infraction and was dropped.
- o One investigation involved:
 - one search warrant served; and,
 - four arrest warrants issued.

The 11 cases included three that were initiated by a local law enforcement agency that requested the assistance of the Division of Recycling. The cases were investigated by auditors from the Enforcement Section, in conjunction with the lead local agency, and started before the Special Investigation Section was created. The cases involve the type of fraud and specialization the Special Investigation Section was created to investigate.

Traditionally, we were told, department policy has advocated that the majority of recycling fraud violations be reconciled administratively. Recent policy has placed greater emphasis on criminal prosecution after evidence indicated that fraud was increasing.

The new emphasis on criminal prosecution has caused several violators to negotiate a settlement with the Department that includes reimbursement of the Recycling Fund and surrender of State-issued certification. It should be noted that, although several criminal investigations are pending or closed, the preference still is to resolve the majority of cases through administrative procedures.

The apparent increase of criminal fraud perpetrated against the recycling fund has created the need to conduct more vigorous investigations. The Department selected the alternative of handling these matters within the agency because they believe these investigations require the expertise of recycling auditor specialists. The Deputy Director suggested there was little likelihood that these crimes would be investigated by any other law enforcement entity without his investigators doing the work and soliciting assistance. Investigators from LAPD and Long Beach PD who specialize in metal theft investigations generally concur that Division of Recycling personnel have special expertise, and their agencies will not initiate these investigations because of the limitations on their own resources and the priorities of their workload. Interviews with the auditors and division and department staff identified a difference of opinion concerning the need for peace officer designation and authority.

Occasionally, criminal offender record information is needed during an investigation and a person is identified with a criminal background. No incidents of violent confrontation or assault against the investigative staff were found. One incident of a verbal threat to an auditor was documented; and several anecdotes described the discomfort of the auditors to looks or gestures made toward them.

CONCLUSIONS AND RECOMMENDATION

Conclusions

The majority of investigations involve regulatory matters and are resolved administratively. Currently, some fraud cases are initiated with criminal prosecution as the objective, while others are opened with the initial knowledge that they will be resolved administratively.

After the review and analysis of the current and proposed duties and responsibilities, the field law enforcement responsibilities, and workload of the auditor positions which are the focus of this study, staff conclude:

- o the non-peace officer auditors perform functions that are important to the effective operation of the Department and consistent with the direction of the Director;
- o the underlying policy of the Department is to resolve cases through administrative actions and recover monies for the recycling fund, rather than to pursue criminal prosecution;
- o the current and proposed duties and responsibilities of the auditor positions, their field law enforcement responsibilities and the very narrow focus of investigative responsibility infrequently require peace officer authority; and,
- o the auditors have not, to date, encountered significant criminal activity nor confronted persons with significant criminal background.

Finally, staff conclude the auditor positions should not be designated as a peace officer.

The Department may be able to conclude a criminal investigation only with the cooperation of a local law enforcement agency that can obtain and serve search and arrest warrants. For those occasional investigations wherein criminal prosecution is the specific goal, the ability to obtain criminal history information and serve warrants would be beneficial. For this reason, the Department may wish to consider legislative action to add the auditor positions to Penal Code Section 830.11.

Section 830.11, Penal Code, identifies positions that are not peace officers but have the authority, within the limited scope of employment, to make arrests, serve search warrants, and receive criminal offender records information, when that authority is occasionally required.

Recommendation

If the Commission concurs, direct the Executive Director to submit the completed feasibility study report, including the recommendation, to the Legislature and the California Department of Conservation.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Supervisory Leadership Institute Pilot Presentations		Meeting Date November 3, 1993
Bureau Center for Leadership Development	Reviewed By <i>Darryl Thomas</i>	Researched By Tom Hood
Executive Director Approval <i>Thomas C. Becken</i>	Date of Approval 10-1-93	Date of Report September 10, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE:

At the April 1992, Commission meeting, pilot test outreach presentations of the Supervisory Leadership Institute (SLI) were approved. The pilot presentations differed from the traditional SLI in two ways. First, the residency requirement was waived and students commuted to and from the course site each day. Second, multiple students from the same agency were allowed to attend the Institute together. The intent of this project was to evaluate the cost effectiveness of a commuter-based program and the overall impact of student staffing modifications.

BACKGROUND:

The Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of first-line law enforcement supervisors. The Institute consists of eight 24-hour sessions (192 hours) presented over eight months. POST is currently presenting nine sessions of the SLI per year, graduating approximately 200 supervisors annually. Since its inception in 1988, approximately 580 supervisors have completed this unique training program.

SLI pilot class 26 commenced in January 1993, and consisted of an equal number of students from the Los Angeles Police Department and the Los Angeles County Sheriff's Department. Pilot class 28 was held in Orange County and began in February 1993. This class consisted of students from both large and small agencies. The students from both classes worked for agencies within a 30-mile radius of the course sites.

Sponsors were secured for each presentation to assist with audio\visual equipment and logistical support. The Los Angeles County Sheriff assisted with Class 26 and the Orange County Sheriff's Department supported Class 28. Both agencies committed equipment and personnel time to the program. Meeting space for both pilot presentations was negotiated with local hotels.

ANALYSIS:

Finding suitable meeting space, other than in hotels, for a commuter format is very difficult and expensive. Most meeting locations (like academy classrooms or agency training rooms) do not offer adequate breakout areas and/or freedom from distractions (i.e., noise, traffic, accessibility of students to job pressures, etc.). One of the benefits of a residency requirement is that hotels often offer a special sleeping and meeting room package. When sleeping rooms are not utilized, the cost for meeting rooms increases, and the services supplied often decrease.

Presentation of the SLI on a regional basis works best in highly populated areas. Such a format presented in the central or northern part of the state would not be practical because of the distances between departments. Agencies located in rural areas would be less likely to take advantage of this valuable program if travel and per diem reimbursement were not available.

Even though both course sites were centrally located, many students experienced lengthy commutes (up to two hours each way), in addition to 9 hours in the classroom. After a 12 or 13 hour day it was hard for most students to find the energy and time to complete homework assignments and, in some cases, caused domestic difficulties because of competing demands for the student's time at home. Often, classroom discussions suffered due to a lack of preparation on the part of the students.

One key component in the learning process is the ability of the class to informally network and reach closure on leadership issues. By continuing classroom discussions at breaks and meal times, many issues left "open" by the facilitators are often resolved as students exchange pertinent ideas and experiences. The residence requirement of the Institute is designed to create a "retreat" atmosphere that facilitates immersion into the realm of value-driven leadership. It also allows the course to be content driven (as opposed to time driven) fostering the development of strong formal and informal lines of communication by the students.

Most students attending the pilot presentations expressed a desire to stay at the course site and some students actually stayed at the course site using their own money. While this enabled them to work more closely with others who also stayed at the course site, it did not allow them the opportunity to work with the students who commuted home after class was over. Several students referred to the pilots as the "Readers Digest" version of the SLI. Others expressed a desire to attend the "real" SLI. Too many distractions created attendance and participation problems in the two pilot presentations. A residency requirement promotes communications, networking and problem resolution, while limiting outside distractions.

Although the commuter part of the SLI pilots did not work well, the part that included multiple supervisors from two large agencies in the same class shows promise. The class composed of the Los Angeles

Police Department (LAPD) and the Los Angeles Sheriff's Department (LASD) enjoyed good academic achievement. The Orange County pilot, on the other hand, demonstrated several negative aspects. Primarily, the dynamics of group interaction between two large agencies and several smaller agencies did not work well. While differing perspectives were shared, the larger agency tended to dominate. Efforts were made by the instructional team to avoid the negative impact of this domination but, the old adage about "safety in numbers" seemed to prevail. Equal representation seems to be the key that makes one format work (LAPD/LASD pilot) better than the other (Orange County pilot).

This is not to say that either pilot was a failure. The two pilots showed differing group dynamics based on their student composition. Observation, evaluation, and student feedback demonstrated that the LAPD/LASD pilot did better primarily due to the student composition.

Another SLI class dedicated to large agencies should be approached under the assumption that it will not be as effective as the traditional SLI model. However, in order for more supervisors from large agencies to attend the Institute, a compromise may be necessary relative to the quantity versus quality equilibrium. Class cohesiveness, candor, and participation may be impacted due to the discomfort of some students when others from their agency are attending the same Institute class. But, when balanced against the need for leadership training by large agencies, this dynamic should not seriously impact the overall success of the SLI program.

Keeping this in mind, a third pilot presentation of the SLI commenced in October 1993 in San Diego. This pilot is again staffed with equal numbers of students from the Los Angeles Police Department and the Los Angeles County Sheriff's Department. The crucial difference is that the residency requirement has been reinstated and the course is being held outside the Los Angeles area. This pilot will be closely monitored to evaluate it's effectiveness.

The commuter pilot presentation costs were significantly lower than live-in classes, but the various departments all use different reimbursement procedures. Some do not claim lunches while others do not claim any travel so an accurate cost can not be determined. Experience has shown, however, that the average daily reimbursement per student for commuter training is approximately \$42 per day. Thus, a commuter class of 22 students would cost \$2,772 per session versus approximately \$7,050 per session for live-in classes. The cost for live-in sessions is considerably higher because the students come from different parts of the State and travel is a major contributor to the increase. The question becomes one of cost versus quality.

Increasing the number of SLI sessions is not feasible at this time. In addition to cost factors, availability of instructional staff is a problem. Most of the course facilitators and all of the course auditors have other job responsibilities and commitments. Increasing the number of SLI presentations is beyond the present capabilities of current POST staff and instructional team members.

RECOMMENDATIONS:

It is recommended that the commuter format for the Supervisory Leadership Institute be discontinued.

It is recommended that the LAPD/LASD pilot currently in session be evaluated after course completion in May 1994, and that a follow-up report be made to the Commission as to its effectiveness.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Status Report on the Center for Labor/Management Training		Meeting Date Nov. 3, 1993
Bureau Center for Leadership Development	Reviewed By <i>Doug Thomas</i>	Researched By Dave Hall
Executive Director Approval <i>William C. Boehm</i>	Date of Approval 10-1-93	Date of Report Sept. 17, 1993
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Status report on the development of the Center for Labor/Management Training.

BACKGROUND

At the October 1992 meeting, the Commission directed the establishment of a Center for Labor/Management Training. The original concept of a Center for Labor/Management Training was the result of a meeting between some POST Commissioners and representatives of management and labor associations.

Based on this Commission action, an Implementation Committee was formed. Some of the committee members had been involved in the concept design, while others were new to the process. Committee members included labor and management representatives, attorneys, and a federal labor/relations expert. The training presenter for the POST certified Labor Relations Seminar was also present at the Committee's August 1993 meeting.

ANALYSIS

The Implementation Committee assisted in formalizing a mission statement and articulating specific goals for the Center, which include:

Mission: Research and develop ongoing training for representatives of law enforcement labor organizations and agency management that fosters cooperative relationships, effective communications, and mutual understanding.

Goals: Identify training needs, instructional methodology and curriculum from existing courses, nationwide, for labor/management training and education.

Review curriculum of existing courses to ensure conformity and continuity with the mission statement.

Provide a permanent forum by convening labor and management representatives who will make recommendations and give feedback to POST on these goals as well as identifying emerging labor and management issues.

A list of proposed topics was generated for inclusion in courses offered by the Center. At its second meeting in August, the Implementation Committee assisted in further identification of needed instructional topics, reviewed existing related courses, and recommended priorities for presentation. A total of 18 instructional topic needs were finally identified and are included with this report as Attachment A.

A new labor/management training course is recommended for presentation that would include the first nine topics on the list. These topics include laws, the differences and similarities of labor/management roles, leadership, organizational communications, ethics, trends and events, recognizing and addressing symptoms of a hostile environment, history of the law enforcement labor movement, and the role of labor/management in the disciplinary process. This new course would become the Core course for the Center with the additional topics being offered in other courses to follow.

An extensive list of teaching methodologies has been suggested that emphasize maximizing the opportunity for collaborative efforts between labor and management.

The selection of instructors for the Center for Labor/Management Training will be a key factor in the overall success of the program. Great care must be given to selecting instructors who present a balanced view of both labor and management. Instructors, additionally, should have the ability to facilitate constructive learning activities for participants from diverse backgrounds.

The Center is envisioned as having POST working in concert with both the course presenters and a Labor/Management Forum. It is recommended that interested labor and management representatives be given the opportunity to periodically participate in the Forum. In order to maximize the participation of group members, it is suggested the Forum membership be limited in size similar to its present configuration. A list of the current Labor/Management Forum members is enclosed in Attachment B.

The Center also should act as a clearinghouse for various publications and studies relating to labor/management topics making them available to law enforcement.

The Center for Labor/Management can be inaugurated by the end of 1993. The newly designed labor/management course will become the core course for the Center and the first offering can be made by January 1994. Additional courses would be added systematically.

RECOMMENDATION

It is recommended the Commission approve the offering of a core course for labor/management training containing the instructional topics outlined and endorse the continued use of a Committee with rotating membership to serve as a Forum for labor/management to periodically review, critique and make suggestions for the Center for Labor/Management Training.

**Proposed Topics for the Attachment A
Center for Labor/Management Training**

The below list includes recommended topics to be presented by the Center. Topics one through nine were selected as high priority by the Labor/Management Committee and will serve as the curriculum for the core course.

1. Laws relating to labor and management
 - a. Case Laws
 - b. Department of Labor
 - c. FLSA
 - d. AB 301
 - e. Harassment and discrimination
 - f. ADA
 - g. Family leave
 - h. TRO's, injunctions
 - i. Meyers, Milius, Brown Act
2. Education regarding the differences and similarities of labor/management roles
3. Leadership
4. Organizational communications
 - a. Terms subject to negative perceptions
 - b. Vertical meetings
 - c. How to effectively communicate with the rank and file
5. Ethics in labor/management relationships
Personal agendas
6. Trends and events relating to labor/management issues
 - a. STEEP
 - b. Futuristics
 1. Command College Studies
 - a. Pollack (author) POST File #5-0085
 - b. Venegas (author) POST File #6-0108
7. Recognizing and addressing symptoms of a hostile labor/management environment
 - a. Job actions
 - b. Grievances
 - c. Ineffective communications
 - d. No confidence
 - e. Job motivation
8. History of the law enforcement labor movement
9. Role of labor/management in the disciplinary process
 - a. Trends
 - b. Options

- c. Role and management and labor
- 10. General contents of collective bargaining agreements
(Does not include negotiating techniques)
 - a. What is it
 - b. Its purpose
 - c. How does it get developed
 - d. Understanding the importance
 - e. Why MOU's are written
 - f. Philosophy of writing MOU's
- 11. Discovering and examining common goals
 - a. Developing labor/management cooperation
 - b. Building professional relationships
- 12. How to participate in committees
- 13. Interpreting and monitoring the contract
- 14. Understanding the role of politics in labor/management relationships
- 15. The budgeting process
 - a. Preparation
 - b. Management
 - c. Decision-making
 - d. Role of Politics
- 16. Strategic planning
- 17. Role of media in labor/management relations
- 18. Managing change

Recommended Methodologies for Presenting the Various Topics

- 1. Facilitate interaction that deals with preconceived notions each has of the other.
- 2. Conduct the course using TBW principles
- 3. Identify the roles
- 4. Spend more than one day on the issues
- 5. Use Harvard Business School approach (case studies)
- 6. ID successful methods
- 7. ID issues at the onset of course/seminar
- 8. Use a facilitator, break into small groups
- 9. Provide exercises for the groups that require people to work together
- 10. May need more than one facilitator, each with knowledge of differing philosophies
- 11. Facilitators need to understand differences

12. Facilitators should be neutral
13. Facilitators should have credibility with labor
14. Be careful not to have a management-imposed program
15. Determine how both philosophies are revealed and discussed
16. Experts from both sides should discuss various issues
17. People attending should not be separated - all should go through together
18. POST should be in the middle (neutral) and be viewed as a supplier of training
19. Need to identify methods that assure good participation
20. Need to sell program
21. Need to spend time breaking down barriers
22. Use role play, live in the other person's shoes
23. Provide training and education that helps people improve
24. ID common goal
25. Open with hard hitting presentations
26. Design a variety of strategies
27. Use alternative dispute resolution
28. Focus on outcomes/goals
29. Use the Command College approach - 4 day workshop with a series of workshops
30. Determine how agencies screen the attendees
31. Design an evaluation instrument, 3 mos., 6 mos.
32. Work on programs that build trust
33. Attendees should include executive board members
34. Civilian and sworn are both eligible

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COMMISSION AGENDA ITEM REPORT

Agenda Item Title Report on Proposed Actions to Further Examine and Address Officers' Physical Capabilities		Meeting Date November 4, 1993
Bureau Standards and Evaluation	Reviewed By	Researched By John Berner <i>JB</i>
Executive Director Approval <i>Moussa C. Belue</i>	Date of Approval 9-29-93	Date of Report September 22, 1993
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Report on proposed actions to further examine and address officers' physical capabilities.

BACKGROUND

Pursuant to a request from the Advisory Committee, at the July 22, 1993 Commission meeting, staff was directed to prepare a proposal for: (1) monitoring changes over time in the physical attributes of patrol officers, and (2) identifying any associated changes in patrol officer job performance. The evaluation would serve to further assess the adequacy of POST's current basic academy physical testing requirement, and would provide information of value to both the Commission and local agencies concerning the need for in-service fitness programs.

ANALYSIS

Several alternatives for action are proposed. Because each alternative builds upon previous work by the Commission, a brief chronology of this work is first presented.

Past Commission Actions

In 1985 the Commission instituted physical conditioning training and physical testing standards in the basic course. The physical testing standard (passage of a five event test that simulates various job tasks) has been the subject of several extensive studies, the most recent of which (1992) confirmed the job-relatedness of the test and the minimum cutoff score on the test.

Immediately following adoption of the basic academy standards the Commission turned its attention to in-service fitness, and in 1986 published Fitness Promotion Programs in Law Enforcement: A Review of Current Practices. Preparatory to publishing the document, a survey was conducted of all agencies in the POST program. In addition to summarizing the results of the survey, the document is a basic primer on health/fitness programs.

In 1989 the Commission directed staff to develop a voluntary program to formally recognize officers who maintain exemplary levels of physical fitness. The program was successfully pilot tested in four departments in 1991, and while the Commission ultimately decided to refrain from playing a direct role in recognizing officers who demonstrate exemplary fitness, the program has been adopted by a number of agencies. Copies of the program manuals, which were recently revised in light of passage of the Americans with Disabilities Act (ADA), are provided under separate cover. As described in the manuals, to qualify for recognition at the highest levels, program participants must not only achieve certain scores on a series of adult fitness tests, but must refrain from using tobacco.¹ All participants must be aware of their cholesterol level, must implement an approved exercise program and must pass a written test of their knowledge of exercise and nutrition. In 1992, POST conducted a training seminar for agencies interested in implementing the program. The 40-hour seminar was very well received, and will be repeated as demand dictates.

Proposed Future Actions

The most recent evaluation of the Commission's basic academy physical testing standard involved the collection of job performance data through the probationary period for approximately 400 cadets from five different agencies: Los Angeles PD, Oakland PD, Sacramento PD, San Diego PD, and San Francisco PD. Members of the Advisory Committee expressed a particular interest in continued monitoring of these individuals. Such monitoring would involve additional collection of both test and job performance data.

A variation of this approach, in which officers from additional agencies were also studied, would permit evaluation of the relative utility of in-service fitness programs. In this approach, data would be collected for recently tenured officers (e.g., 1-4 years experience) from each of three agency types: (1) agencies that have no in-service requirements, (2) agencies that have mandatory in-service requirements, and (3) agencies that have voluntary in-service requirements. To the extent possible, officers from each agency type would be matched on age, gender, height/weight ratio, academy test score (POST test) and tenure. In addition to collecting test score and job performance measures (performance evaluations, days on light duty, days absent, injuries on duty, etc.), program cost information would be collected for those agencies that have in-service programs. This design would make it possible to compare test score and performance data for officers from each of the three agency types, and to estimate the cost effectiveness of in-service programs (both mandatory and voluntary).

¹It is worth noting that the assessment tests are separately normed by age and gender group, and that the tests differ in both form and substance from the job simulation tests used in the basic academy.

While difficult to estimate at this time, the costs to conduct such an evaluation could be considerable. In addition to the time required of existing POST staff (estimated at $\frac{1}{4}$ of a Research Consultant's time and between $\frac{1}{4}$ and $\frac{1}{2}$ of an Office Technician's time for the duration of the project), potential cost centers include medical prescreening (physician costs and officers' time), physical testing (test proctoring and officers' time), and the time required of local agency personnel to provide the various outcome data (performance evaluations, archival data, cost accounting data, etc.). In the past, agencies have been willing to absorb many of these costs, and depending on the level of interest in the project, this might again be the case. However, without making further inquiries into the options available for agency participation, it is not possible to provide a meaningful estimate of total project costs.

In addition to the unknown but potentially significant resources that would be required to conduct such a study, questions arise concerning the benefits that would be realized. For example, even if the study results were to provide compelling evidence that law enforcement fitness programs are cost effective over the intermediate term (e.g., 3-5 years), what is the likelihood that local agencies would act on the study results (i.e., commit the resources necessary to initiate a fitness program) during this time of significant budget cuts?

Given these uncertainties, it is recommended that the following actions be taken prerequisite to deciding on the merits of conducting a longitudinal study. These actions will be far less costly, will enhance POST's ability to provide local agencies with contemporary information on fitness and wellness programs in law enforcement and in the private sector, and will result in the types of information that are needed to better evaluate the cost effectiveness of conducting a longitudinal study.

1. Establish a POST Clearinghouse for Information on Law Enforcement Fitness/Wellness Programs: As a first step in establishing the clearinghouse, a statewide survey would be conducted to capture updated information on the nature and prevalence of existing programs. Agencies that have programs would be encouraged to provide POST with the name and phone number of an agency contact person, along with copies of any program materials that could be shared with other agencies. A key focus of the survey would be that of obtaining any existing program evaluation information.² Results of the survey would be published and distributed to all agencies in the POST program. In addition to providing useful information for local agencies, the survey results would be of

²Based on numerous phone calls made to California agencies in preparation for this report, little "hard data" has been collected on the effectiveness of existing programs, and in some instances, there is a sensitivity to sharing that which has been collected.

direct benefit to staff in identifying potential participants in a longitudinal study.³

2. Conduct a Search of the Published Research Literature on Workplace Fitness/Wellness Programs: It has been almost 8 years since POST last researched and summarized this literature as part of the 1986 publication Fitness Promotion Programs in Law Enforcement: A Review of Current Practices. Since that time there has been a proliferation of programs in the private sector, and with it a growing body of research literature. As a general rule, private sector programs have tended to emphasize overall health and wellness, as contrasted to the more limited focus on physical fitness that is characteristic of many law enforcement programs. Private sector programs have also tended to be more holistic, thereby providing at least the opportunity to research the relative "payoffs," both for the employee and the organization, of various program elements (education, smoking cessation, blood pressure management, supervised exercise, routine medical exams, etc.).

The proposed literature search would encompass both the published research literature and relevant case law. The findings would be summarized in writing and made available to local agencies as part of the proposed clearinghouse function. Review of the published research would also capture what is known about the long term effects of workplace programs. (The longitudinal study, if conducted, would at least initially, look only 3-5 years beyond graduation from the academy.) Results of the literature search may also suggest that law enforcement would benefit by placing greater emphasis on certain program elements that are currently more prevalent in the private sector.

Summary

The costs to conduct a longitudinal study of officers' physical attributes and capabilities are indeterminate at this time, but could be substantial. The immediate benefits to be gained by such a study are also uncertain, given the economic uncertainties faced by many agencies. For these reasons, it is recommended that the Commission defer action on conducting a longitudinal study, and approve two lesser actions that would provide the Commission and local agencies with information germane to the efficacy of in-service fitness programs, while at the same time allowing for further evaluation of the costs and merits of conducting a longitudinal study. Specifically, Commission approval is requested for:

- (1) Establishing an information clearinghouse on law enforcement

³The survey could uncover heretofore unknown data sources which suggest that the proposed longitudinal study should be modified or reduced in scope.

fitness/wellness programs (initiated by a statewide survey of existing programs and program evaluation information); and

- (2) Conducting a search of the recent, published research on workplace fitness/health programs (and disseminating a report of same to interested agencies as part of the clearinghouse function).

RECOMMENDATION

Approval of the above proposed actions.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date	
POST Computer System Upgrade		November 4, 1993	
Bureau	Reviewed By	Researched By	
Information Services		Darrell Stewart <i>DS</i>	
Executive Director Approval	Date of Approval	Date of Report	
<i>Norman C. Buchan</i>	10/19/93	Oct 6, 1993	
Purpose:		Financial Impact:	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve an increase to the Teale Data Center Interagency Agreement to permit the acquisition and installation of a Local Area Network (LAN) and a new minicomputer?

BACKGROUND

The POST DEC VAX 8350 minicomputer serves as the central data base processor for maintaining law enforcement employment, training, certificate, and reimbursement records, as well as, records for POST certification of training. The computer, purchased in 1987, has outlived its life cycle and is no longer adequate for the needs of POST and its client agencies and presenters. Advances in computer and telecommunications technology have been implemented in many POST agencies but POST has not been able to match these advances because of its old equipment. We receive requests from law enforcement agencies to allow them to transfer data electronically to POST, computer to computer. We have been unable to respond to these requests given POST's current computer configuration.

Over the years, POST's computer needs have continued to evolve and change. There has become a growing need for hardware and software that can handle spreadsheets, data analysis, desktop publishing, graphics design, etc. The current VAX 8350 minicomputer is of small capacity and performs poorly with these applications and a large number of users accessing the data base at the same time.

The POST minicomputer works in conjunction with an inventory of PC stand alones as desktop work stations. Each PC operates independently and each has its own separate software. The PCs are not wired together into a Local Area Network (LAN) system. A LAN would enable the PCs to share a central data base, software, office automation features and peripheral hardware.

ANALYSIS

In order to improve service to the field and position POST to communicate electronically with our client agencies, an upgraded minicomputer and a local area network (LAN) are recommended. Of paramount importance is moving toward a paperless environment and the increased efficiencies.

In today's financial environment it is particularly important to reflect cost consciousness, but this must be weighed against increased productivity and convenience for our clientele. We look for a major reduction of costs with the right technology and systems. Reduction in costs will be achieved through reduced paper handling and reduced storage space needs. Savings can also be derived through the use of electronic mail, the sharing of printers, software packages and file backup facilities on the LAN.

Updated computer and communications hardware and software would benefit POST through improved internal and external communications, and more timely and efficient work flow in responding to law enforcement and legislative information requests.

Future savings may be projected for law enforcement agencies and presenters of POST certified courses. More capable equipment at POST will enable us to eventually eliminate submittal of paper documents (e.g. Notice of Appointments, Course Rosters, etc.) in favor of electronic transmittal. Precise dollar figures are difficult to estimate, but savings can be substantial.

In June 1993, POST obtained the services of the State's Steven P. Teale Data Center consultants to conduct a LAN feasibility study. Teale consultants advise us that through the current Interagency Agreement, they can provide Teale staff to develop, install and maintain (for one year) a LAN for POST, i.e. they will provide a "turn-key" operation.

The current Interagency Agreement with Teale is for \$65,000 to cover some data processing and data storage services. This needs to be increased by \$200,000 to fully cover the Teale LAN proposal. Teale will accept a two year interagency agreement to split the project cost over two fiscal years, \$100,000 in FY 93/94 and \$100,000 in FY 94/95.

It should also be noted that current estimates are that the entire \$65,000 budgeted for Teale services in 93/94 may not be expended. Any savings in that category would be used to reduce the \$100,000 proposed for system upgrade in 93/94.

The proposal includes connecting all the PCs together using an Ethernet wiring scheme, installing all hardware and fittings, and installing Novell approved software to manage the system, and purchasing and installing several microcomputer system servers,

routers and gateways. It would also include replacement of the current minicomputer, DEC VAX 8350, with a new minicomputer (data base server) that can perform at least fifty times faster. The Teale Data Center LAN proposal is included as an attachment to this agenda item.

If approved, the cost for this will be paid (over two years) out of the Administrative Budget, not from the separate training budget. Improved computer services will help the field by reducing paper flow and making communication with POST easier. But it will not affect or reduce the resources budgeted for training and reimbursement.

RECOMMENDATION

Authorize the Executive Director to amend, for an amount not to exceed \$100,000, the current Teale Data Center Interagency Agreement (FY 93/94) to develop, install, and maintain (for one year) a LAN computer system at POST as proposed, with an additional amount, not to exceed \$100,000, added to the FY 94/95 Teale Interagency Agreement for services.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training**

**Prepared by:
Teale Data Center
Network Planning and Services**

September 3, 1993

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training Discussion

I. Opportunity

The California Commission on Peace Officer Standards and Training has an installed base of nearly 120 PC's. These PC's have limited network connectivity, including asynchronous terminal connections to a Digital VMS minicomputer running a database application, and small workgroup serial print sharing connections.

This environment, while serving most of the Commission's current needs, is difficult and costly to maintain, and does not provide the capability for exchanging messages and documents with other computer environments within and outside of California.

II. Objective

To reduce the costs of ongoing support and maintenance of the POST data processing environment, and enable POST to establish networked data communications over a Wide Area Network with other entities throughout California and the United States.

III. Recommendations

1. Replace the existing asynchronous connections to the Digital VMS system, and the serial connections to the printers, with an Novell Ethernet Local Area Network. This network will consist of three separate segments for performance; the first 2 segments will be connected to both the Novell file server and the DEC VMS database server, and the third segment dedicated to the Resource Center. Communications to the file server will use the Novell IPX protocols; communications with the DEC VMS will use Wollongong TCP/IP.
2. Implement server-launched, metered software management to reduce the licensing and maintenance costs of PC application software.
3. Implement a policy of server storage of all PC documents and files to allow regular backup and archival/offsite storage to ensure data availability.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

4. Establish electronic mail services within the network for communications among the POST PC users, and establish an SMTP gateway connection to allow electronic mail communications with other State government electronic mail users, and with other government and educational electronic mail users who are available through the Internet.
5. Establish a multiprotocol Wide Area Network connection to provide electronic mail, Teale and HWDC host access, and multipurpose network connectivity with other open network users. This connection would be established through Teale's CSGnet multiprotocol network service, which provides access to most State data centers, and to the NSFnet Internet.
6. Install a LAN with a Novell Server in the Resource Center. This LAN has a critical implementation schedule. The Resource Center needs 6 workstations and a Mac Quadra 900 connected for file and print sharing.
7. Replace the existing Digital Equipment Corporation minicomputer with a DEC alpha-based processor to reduce ongoing support and equipment costs, while substantially improving performance.

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training Discussion

IV. Proposal Benefits

1. The existing cabling and communications system will not support data transfers between PC workstations within POST or to outside locations. Replacing this infrastructure, using standards-based structured wiring principles and components, will enable immediate use of full-function network services including document transfer, server data storage, electronic mail, and central software management. This cable infrastructure will also support all currently-anticipated developments in LAN communications, including the Sonet/ATM LAN's that are most likely to replace existing ethernet environments for use through the end of the century.

The cable plant is a major portion of this proposal in regards to cost, but is also the portion with the longest potential useful life; remaining useful for up to 10 years. The cabling plant is not relocatable, but should be useful to future tenants; some offset of costs may be possible through lease agreements. The wiring hubs and workstation adapters are transferable to a new site without loss of value.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

2. Central management of software, which becomes possible with the installation of a LAN infrastructure and network operating system, will allow the reduction in the costs for licensing and maintenance of software. Through metering utilities, it becomes possible to acquire sufficient software licenses for the maximum number of concurrent users, rather than for every workstation. Intermittently used software such as spreadsheets, presentation builders, and database programs are often used by only a fraction of the total workstations at any given time, but can still be available to any workstation through metering.

The centralization of software allows a substantial reduction in the amount of time required by POST and vendor staff to install and maintain application software. Rather than requiring personnel to install and maintain software on each individual workstation, it becomes possible to install and maintain a single copy on the server. This may reduce the time required to install a new version of a new software program by over one hundred hours in this environment. Software centralization also allows far more rapid recovery from software problems; only a single copy of the software must be corrected, or replaced, when problems are encountered. This again allows considerable staff time savings, as well as a reduction in the amount of user time lost.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

3. A policy of server storage of all user documents, while increasing the initial costs for storage on the server, can produce significant long-term labor savings, and substantially reduces the risk that mission critical data will be lost. It is relatively inexpensive in hardware, software, and labor to regularly back up all data stored on the server; it is generally infeasible to implement a similar backup policy for each individual workstation. Inasmuch as the single most failure-prone workstation component is its disk storage device, the exposure to loss of data if not backed up is unacceptable. Teale has recommended the installation of a tape backup system for the Commission's production Novell server, which can be programmed to automatically backup all data on a daily basis. Staff intervention for this effort is limited to changing and labeling tapes each day.
4. The State of California is currently in the process of establishing electronic mail connectivity as a principal means of official information, command and control. The Governor's Office, along with at least one agency, have already begun projects to establish inter-agency and inter-departmental mail systems. Over 25,000 state users are already available via electronic mail; well over one million users can be reached with Internet mail, which can be accessed through Teale. The Internet users include most educational institutions in California, and projects are underway to provide this connectivity to each of the counties.

Electronic mail for internal communications rapidly becomes critical for those organizations that have implemented it, in its ability to send information reliably and quickly. Communications of data, graphics, and eventually audio and video with the international community may well provide long term benefits to the mission of the Commission.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

5. The multiprotocol Wide Area Network (WAN) connection proposed will provide immediate support for electronic mail communications from workstations within the Commission, and will support access to 3270 terminal applications at Teale, SCO and the Health and Welfare Data Center. This WAN will also provide the capability for workstations and servers to establish mail, file transfer and login capabilities to several existing and planned services at the various State data centers, and will provide this same access to a large number of educational institutions, corporations and government entities throughout the US. Several counties and local governments currently have Internet communications capabilities; several projects are in various planning and implementation stages to provide such connectivity to all of the counties. This WAN connection will immediately enhance the ability of the Commission to communicate from their workstations with many of their peers, colleagues and vendors, and will provide the future ability for a broad variety of communications of educational, scientific and government information in multimedia formats.
6. The POST Resource Center has no current way of exchanging large imaging files between workstations. This need is immediate, and a quickly implemented, small LAN will fill those needs until the larger LAN is implemented.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

7. The existing DEC minicomputer that supports the Commission's central database is several years old, and is at least two generations obsolete in technology. While this processor is still functional, its current performance is limited, and any upgrades or modifications to the system are extremely costly. The machine also requires substantial electrical power, air conditioning, and floor space. Teale, along with Digital Equipment Corporation, recommends that the Commission acquire a new DEC Alpha processor to replace the existing system. This processor can be readily acquired at a competitive price from the California Computer Source. The proposed new processor would provide processing power equivalent to 120 VUPS (a DEC standard measure); the existing machine is rated at 2.4 VUPS. The new processor is also comparable in size to a large personal computer, and is designed to be placed in a normal office environment. Replacement of the existing processor with this machine would improve performance, eliminate the need for a special computer environment, and reduce the ongoing costs for maintenance and future equipment upgrades.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Discussion**

V. Implementation

Teale can assist in all implementation tasks, either by direct performance of those tasks, or by assisting in the acquisition and management of the appropriate subcontractor service. All components procurements and circuit installations can be completed within 90 days of receipt of order by Teale. Cable installation, especially if the Commission decides not to use the MSA, may become the critical installation path, but should also be completed within 90 days of the decision to go ahead with the project.

Teale will directly assist in the implementation of the Resource Center. This LAN has a critical implementation schedule. Teale will help install the server, 6 workstations, 1 Mac Quadra 900, the 10BaseT hub, and the cables. When the larger POST LAN is implemented, Teale will assist in connecting the Resource Center to the larger LAN.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training**

Cost Detail

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Cost Detail**

I. Server	Acquire one server platform, including server and workstation software, to support 120 workstations. (Installation and configuration included in Teale support proposal).
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See item 1 in Appendix A

II. Workstation Adapter Cards	Acquire and install 120 10BaseT Ethernet adapter cards in each existing PC. Includes hardware cost (installation included in Teale support proposal).
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See item 2 in Appendix A

III. Workstation Software	Acquire and install TCP/IP and Mail Software on the workstations.
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See item 3 in Appendix A

IV. SMTP Gateway	Acquire and install WordPerfect Office 4.0 SMTP gateway for access to PROFS from WordPerfect Office.
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See item 4 in Appendix A

V. 10BaseT Hub Equipment	Acquire and install Synoptics SNMP managed 10BaseT hubs in each of the three wiring closets to support a total of 128 total devices.
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See item 5 in Appendix A

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Cost Detail**

VI. Cabling

Install a structured wiring plant to support 150 devices, using Category V Unshielded Twisted Pair cabling to each device location from three central wiring closets, one to be located on each floor of the main office, and one located on the second floor in the East annex.

Estimated costs, including all cabling and termination hardware and installation: \$25,000 to \$45,000

Valley Communications, who did a walkthrough of the POST facility, quoted \$22,700 for the project. Digital Equipment Corporation has quoted over \$300 per cable for a similar facility; DEC is the current MSA vendor.

See item 6 in Appendix A

VII. DEC Minicomputer

Acquire and install a DEC Minicomputer.

See item 7 in Appendix A

**VIII. Network
Connectivity**

Includes TCP/IP connectivity to the CSGnet multiprotocol backbone, including TCP/IP access to Internet addresses. Includes all ongoing configuration and support for TCP/IP communications and Teale mail gateway services.

See item 8 in Appendix A

**IX. PC/LAN Installation
Support**

Includes installation of all server hardware and software, and all workstation LAN hardware and software. Includes tuning and configuration to optimize performance, and access definitions.

See item 9 in Appendix A

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training
Cost Detail**

X.	PC/LAN Ongoing Support	Includes testing and installation of new software releases, problem determination, tuning and reconfiguration, general consulting and assistance for modifications. Based on estimated 15 hours/month; actual charges derived from hours of support used.
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See item 10 in Appendix A

XI.	Resource Group	Acquire and install server, hub, 1 Mac Quadra 900, and 6 workstations for Resource Center. This LAN will be the first workstations to be installed.
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See item 11 in Appendix A

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training**

Appendix A
Cost Detail Spreadsheet

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training

Item	Cost:		Reference
	One Time	Monthly	
Novell Server:			
Server hardware:			
DECpc 466dxST400, with 4MB ram, 4 1.0Gb harddisks , 1.44 and 1.2 MB floppy drives, 2 serial and 1 parallel port, includes MS-DOS & Windows	8,000.00		OU FR-PCT35-W7
3 8 MB memory upgrades	1,074.00		OU FR-PCTAM -CD AP1250 AP9003 HP 27248a TC 813612
VGA Monitor	300.00		
American Power UPS 1250VA	713.41		
APC Powerchute UPS monitoring s/w	58.91		
3 HP EISA Ethernet cards	928.38		
Tecmar 4G DAT tape backup	2,619.95		
Server software:			
Novell Netware V3.11 100 users	4,155.00		883-001344-001
Novell Netware from MLA 85.20 * 20	1,704.00		886-013156-001
Novell Netware from MLA maintenance 17.89/Yr * 120 nodes		178.92	886-013156-001
Brightworks SiteLock Metering Software	693.47		SLK330-250USER
Novell Flex-IP, V1.2	591.03		883-002137-001
Workstation and Printer Adapter Cards			
6 Intel 10baseT Cards, 20 packs	9,882.00		PCLA812020PAK
8 Jetdirect Cards (need to ID printers)	2,880.00		

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training

Item	Cost:		Reference
	One Time	Monthly	
Workstation Software:			
6 WP OFFICE LAN 4.0 20 PAK *****	4,079.22		F0USIOL31XPN ?
LAN Workplace for DOS, 40 nodes			
LAN Workplace for DOS, v4.1 mla 40 nodes	3,264.00		886-013103-002
17.14/Yr *40 nodes		57.12	886-013103-002
TN3270, 5 users	300.00		
SMTP Gateway:			
DEC 486/33 for WP Office SMTP gateway	2,400.00		See std Teale PC
WP Office SMTP gateway *****	750.00		
10BaseT Hub Equipment			
3 Managed Synoptics Hubs			
ETHERNET 10BASET/16 PORT/1AUI/INTERCONN	5,389.41		SR2813-04
5 Unmanaged Synoptics Hubs			
LATTISHUB 2803 10 BT HUB 16RJ45 MOD	4,018.10		SR2803
Cabling			
Cabling by external vendor	30,000.00		

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training

Item	Cost:		Reference
	One Time	Monthly	
DEC Minicomputer:			
OpenVMS AXP Base Server, 64 Mb RAM	23,525.45		PE510-DA
32 Mb RAM Expansion	4,042.24		MS15-CA
600 Mb CD-ROM Drive	898.49		RRD42-HM
4 GB 4mm DAT Drive	3,057.61		TLZ06-MF
4 10 Gb ½ height Disk Drives	12,762.92		RZ26-EJ
OpenVMS AXP Media and Docs on CD-ROM	222.75		QA-MT1AA-H_
OpenVMS AXP 64 User License	12,830.40		QL-MT2A-BH
VT420 System Console	541.00		VT420-AA
Wollongong TCP/IP Stack for VMS	3,200.00	40.00	ACC-PWV-A04-CD
Network Connectivity			
Installation of Digital Line and Router	2,200.00		
Monthly Subscription to CSGNET		935.00	
PC/LAN Installation Support			
Installation of Novell LAN by Teale, 220 hours	16,500.00		
PC/LAN Ongoing Support			
Maintenance Novell LAN by Teale, 15 hours/mo.		1,125.00	

LAN/WAN Proposal for the Commission on Peace Officers Standards and Training

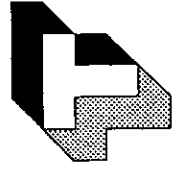
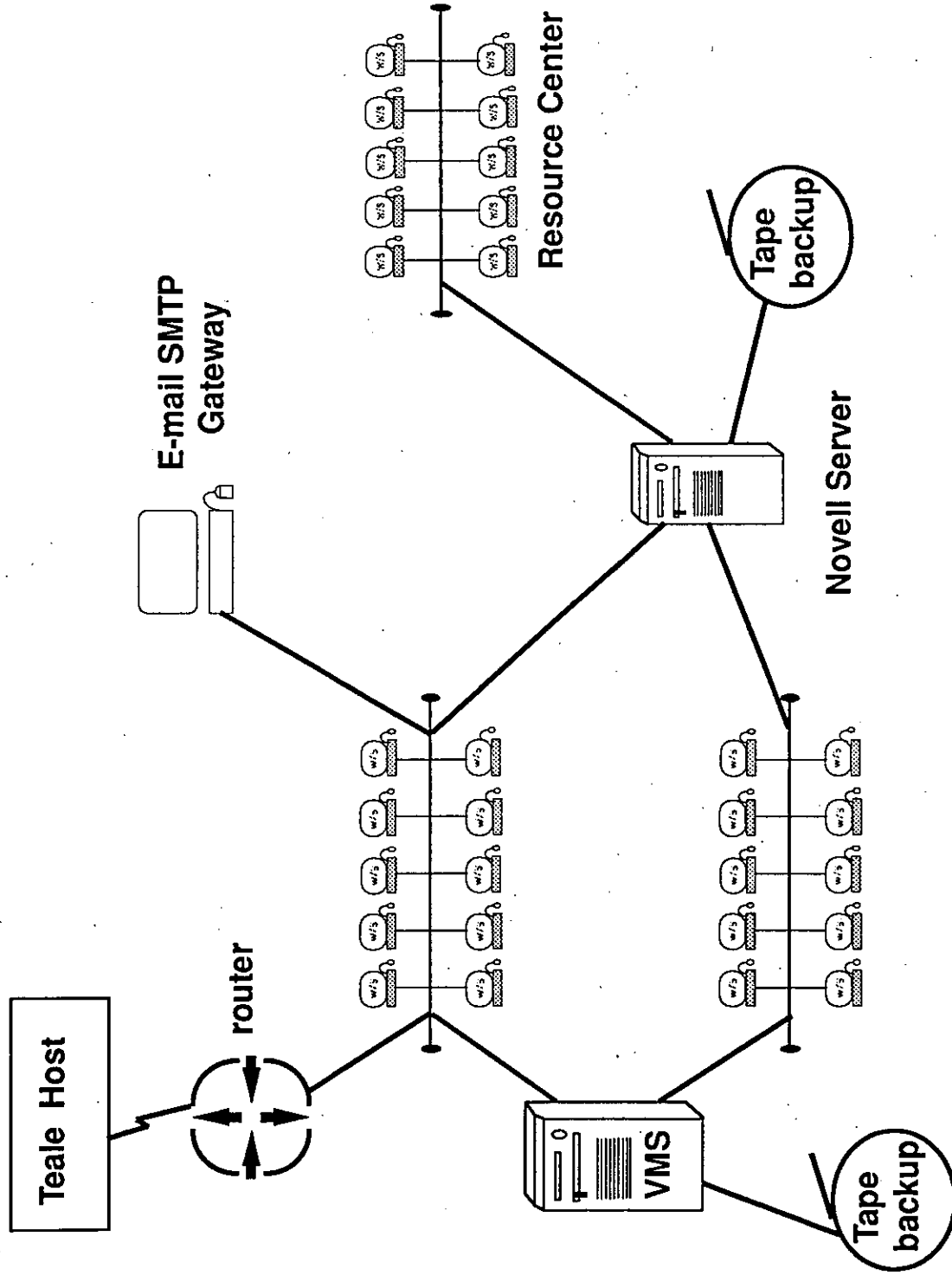
Item	Cost:		Reference
	One Time	Monthly	
Resource Group Preliminary LAN			
Unmanaged Synoptics Hub:			
LATTISHUB 2803 10 BT HUB 16RJ45 MOD	803.62		SR2803
2 Intel EtherExpress 16TP NICs, 5 pack	876.20		PCLA81205PAC
EtherTalk card for Macintosh Quadra 900	310.00		
Novell Netware from MLA 85.20 * 7	596.40		886-013156-001
Novell Netware from MLA maintenance			
17.89/Yr * 7 nodes		10.44	886-013156-001
Netware for MacIntosh, 1 user	\$10.20		886-013097-002
Netware for MacIntosh from MLA maintenance		0.18	
Installation of Novell LAN by Teale			
20 hours * \$75/Hr	1,500.00		
Temporary cables from hub to W/S	200.00		
Total			\$2,346.66 /Month
			\$28,159.87 /Year
Total first year cost:			\$196,038.03
Yearly cost after first year:			\$28,159.87

**** note: WP Office 4.0 is shipping but not yet in CCS catalog.
SMTP gateway requires WP Office v4.0.

**LAN/WAN Proposal for the
Commission on Peace Officers Standards and Training**

Appendix B
Network Configuration Chart

POST LAN/WAN Proposal



Network Planning & Services

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Renaming the Institute of Criminal Investigation		Meeting Date November 4, 1993
Bureau Executive Office	Reviewed By Glen Fine	Researched By Hal Snow
Executive Director Approval <i>Monica C. Boehm</i>	Date of Approval 10-1-93	Date of Report September 20, 1993
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the POST Institute of Criminal Investigation (ICI) be renamed the Robert Presley Institute of Criminal Investigation in honor of Senator Robert Presley?

BACKGROUND

In 1987, the Commission authorized staff to research and develop a proposal for enhancing the capabilities of law enforcement to conduct criminal investigations. This action was taken in part due to input from law enforcement about the need and the informal recommendation of Senator Robert Presley based upon his knowledge of law enforcement and its capabilities.

The ICI was designed after a thorough task analysis of various investigative specialties, e.g., robbery, homicide, narcotics, etc. Curriculum development for the Institute culminated in a concept including an 84-hour core course, foundational courses in key areas of investigative specialization, and an array of specialized courses and seminars. Its purpose is to improve the effectiveness. In 1991, the Commission approved the program in concept but placed it on hold for implementation due to POST revenue shortfalls. At the January 1993 meeting, the Commission authorized the ICI to be implemented.

California State Senator Robert Presley has represented most of Riverside County since 1974. Based upon his previous law enforcement experience with the Riverside County Sheriff's Department, he is one of the Legislature's recognized authorities on law enforcement and corrections issues. Over the years, he has carried and supported many law enforcement legislative proposals including some for POST with the most recent being SB 1126 (1992) establishing POST's Law Enforcement Agency Accreditation Program. Senator Presley has also been a consistent supporter of POST's budget. The corrections' community honored Senator Presley in 1986 by naming after him the

Robert Presley Institute of Corrections Research and Training which researches and develops training for local and state corrections (Penal Code Section 5085).

ANALYSIS

The proposal before the Commission is to rename the Institute to the Robert Presley Institute of Criminal Investigation in honor of Senator Presley. The effect of this action is to revise the Institute's descriptive literature, publicity, and certificates of completion issued to graduates. Costs to accomplish this would be negligible. Legal advice suggests there is no prohibition for state agencies to take such action. Senator Presley has been consulted about this possible action of the Commission and would be honored.

This action can be accomplished administratively without legislative authorization. On the agenda for the Commission's Legislative Review Committee is a separate item to statutorily establish the Institute and to name it the Robert Presley Institute of Criminal Investigation. The legislative proposal would further honor Senator Presley but would also serve to assist POST in its quest for additional funding for law enforcement training.

RECOMMENDATION

Authorize the ICI to be renamed the Robert Presley Institute of Criminal Investigation effective immediately.

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Formal Acceptance of First Aid/CPR Interactive Videodisc (IVD) Training Course		Meeting Date November 4, 1993
Bureau LTRC	Reviewed By Ken Whitman	Researched By Ken Whitman
Executive Director Approval <i>Norman C. Beckman</i>	Date of Approval	Date of Report September 29, 1993
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to formally accept the First Aid/CPR IVD training course from Industrial Training Corporation upon its completion and authorize the release of an RFP to market this courseware?

BACKGROUND

Industrial Training Corporation (ITC) of Herndon, Virginia was awarded the contract to develop the First Aid/CPR IVD training course in April 1991. The contract was awarded to ITC to develop a training course that would meet or exceed the requirements of Title 22, California Code of Regulations administered by the Emergency Medical Services Authority. At the awarding of this contract in April 1991, the Commission voted to develop the entire course at a cost not to exceed \$497,500. Due to a protest filed by an unsuccessful vendor, the contract with ITC was not approved by General Services until February 1992.

Courseware development work was begun in March 1992, and the First Aid portion of the training course consisting of three videodisc sides was completed in December 1992. Courseware development on the fourth disc, dealing with the cognitive aspects of cardiopulmonary resuscitation (CPR) was significantly delayed due to a wide variety of issues dealing with patents held by the American Heart Association and Actronics, Inc., an unsuccessful bidder on the POST project. The patent issues dealt with connecting any instrumented mannequin to a CPR training program, and despite lengthy and protracted negotiations Actronics refused to allow POST use of this patented material without payment of an ongoing royalty fee for each site where the POST courseware was used.

In May 1993 development was begun on the fourth disc providing teaching and simulation scenarios. Video for the scenarios was shot in San Francisco in June 1993, and the Student Reference Manual, graphics, programming, animation, and related design issues were done simultaneously. That development resulted in the final review of the materials at a meeting on September 17, 1993 in Sacramento.

ANALYSIS

At the check-disc meeting, ITC revealed that there were serious problems with the extensive programming required to run the complex simulations designed throughout the fourth disc. After reviewing the Student Reference Manual, screen layouts, graphics, and animation, staff found them unacceptable and in need of major revisions. The video materials were of high quality, and despite staff attending three days of editing of the field material, the edits revealed in the final check disc needed to be reedited.

At the completion of the check-disc meeting with POST LTRC staff and curricula consultants, the contractor agreed to work on a variety of problem areas identified by the review process. The reworking of all of the graphics (including those in the first three discs) is estimated to take approximately two weeks. The contractor also agreed to some verbal suggestions made by LTRC staff.

An additional review was undertaken at POST, and an issue paper outlining required changes was prepared and delivered to the contractor on September 24, 1993. At the time of this report, staff is awaiting response from ITC on the suggestions that were made to complete the courseware. The contractor must still conduct a validation test of the entire courseware at a selected site in California prior to turning the courseware over to POST.

To date, POST has paid ITC \$403,751 for development work on all four discs. POST has withheld \$93,749 from ITC pending completion of the Student Reference Manual and programming of the various material in the courseware.

Selected portions of the courseware will be available for the Commission technology workshop on November 3, 1993. Final courseware field evaluations may be delayed pending the necessary corrective work on the CPR disc. POST will work with the contractor to deliver the courseware in a timely manner, but it will not be accepted until all steps have been completed to POST's satisfaction.

Staff has prepared a Request for Proposal (RFP) to distribute to vendors for courseware marketing rights. The vendor would agree to market the courseware outside of California, and POST would have the potential to recover courseware duplication costs and a portion of the development costs. A recommendation for award of a contract would be brought before the Commission at the April 1994 meeting.

RECOMMENDATION

Authorize the Executive Director to: 1) formally accept the First Aid/CPR IVD completed courseware from ITC when all corrections, testing, and evaluations are complete; and 2) release a Request for Proposal (RFP) to market the courseware upon completion.

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

FINANCE COMMITTEE MEETING
November 2, 1993 - 5:00 P.M.
Waterfront Hilton
21100 Pacific Coast Highway
Huntington Beach, CA 92648
(714) 960-7873

AGENDA

- A. CALL TO ORDER
- B. POST's 1993/94 Budget, Revenues, and Expenditure Situation as of September 30, 1993, the Conclusion of the Fiscal Year's First Quarter

The Committee will review budgeted and actual revenues as well as training volumes for the First Quarter 1993/94. Training volume is similar to the same period last year. Revenue, however, is significantly less than last year and the revenue trend is discouraging. The drop in revenue suggests the Committee may wish to consider options for expenditure reduction. Additional information including options will be distributed for discussion at this meeting.

- C. FY 1994/95 BCPs

Two BCPs were submitted to the Department of Finance on the Commission's behalf:

- o Request to continue a limited-term consultant position
This position was added via a BCP approved by the Commission two years ago. The Department of Finance approved the position for a two-year period only. The proposal is to make the position permanent.

The position is dedicated to the Instructor Development Program previously approved by the Commission.

Annual cost for the position is \$84,000. Because the position already exists, this would not, however, represent a budget increase.

- o Request for General Fund augmentation to restore POST's funding level
General fund augmentation of the POST was sought in the amount of \$11.633 Million for FY 94/95. This amount added to current revenue projection would be necessary to restore POST funding to its 1990/91 level. POST's

revenue difficulties began in 1991/92 when the State started taking 30% of all Penalty Fund revenue for General Fund purposes.

The proposed BCPs are before the Committee for discussion and recommendation to the Commission.

D. Report on Commission Activities with the Field, the Legislature, and the Governor's Office Regarding Appropriate Funding and Support for Law Enforcement Training

At its July 22 meeting, the Commission instructed the Executive Director to meet with law enforcement organizations with information they might use to inform legislators about the critical need for POST's standards and training, and corresponding financial support. This report will review the presentations made to date.

(The Long Range Planning Committee also received a report at its October meeting on the work done to date and recommended continuation of the project.)

E. Authority to Sell POST Telecourses

We have received requests for copies of POST telecourses from all over the United States. Procedures are not in place for POST to duplicate and sell video tapes. Doing so would create a potentially burdensome new staff activity. An alternative would be to enter into a profit-making agreement with San Diego State University (the producer of POST's telecourses). The report on this issue is Tab I on the regular agenda.

The Range Planning Committee reviewed this alternative at its October meeting and recommended approval of the proposal.

F. Review of Satellite/IVD Equipment Reimbursement Program

A report on this matter is also on the regular agenda at Tab G. The report describes the status of local agency purchases and POST reimbursement for equipment. The report also addresses two policy issues as summarized under Tab G. The Committee should consider a recommendation on the policy issues since they represent fiscal issues.

G. Review of Expenditure Proposals on the November 4 Commission Agenda

The following proposals are on the regular Commission agenda. It is appropriate for the Committee to review these items and consider a recommendation for the full Commission:

- o Approval of Contract with the San Diego Regional Training Center to Provide Four Presentations of the Cultural Diversity Training for Basic Academy Instructors Course (Tab D)
- o Feasibility of Reimbursing for Approved Field Training Programs (Tab E)
- o Approval of Contract for Master Instructor Training (Tab H)
- o Recommendation for Converting Basic Course Driver Training Tuition Courses to Contracts (Tab J)
- o Approval of Contract to Upgrade Computer System (Tab O)
- o Request for Formal of First Aid/CPR IVD Training Course and Authorization for Release of Request for Proposal (RFP) for Marketing of the Courseware (Item S)

I. ADJOURNMENT

State of California

Department of Justice

MEMORANDUM

To : POST Commissioners

Date: November 3, 1993

From : Manuel Ortega, Chairman
Finance Committee
Commission on Peace Officer Standards and Training

Subject : Finance Committee Meeting Minutes - November 2, 1993

The Finance Committee met November 2 with myself and Commissioners Lowenberg and Leduc in attendance. Reports were received from staff concerning current and projected revenue and expenditures.

The quarterly financial report shows that training volume and reimbursements are within our beginning-of-year projections. However, revenue is significantly below projections. If revenue remains at the current level, a \$5 Million deficit could result at the end of the year.

The Committee recommends the Commission take the following actions to guard against a deficit:

- o Effective immediately, suspend until further notice reimbursement for satellite receivers and IVD equipment. This proposed action would apply to agencies that have not, as of this date, purchased or received POST approval for purchase of equipment. Reimbursement could be renewed later this fiscal year if revenues improve.
- o Suspend reimbursements for agency course presentation costs pending further review of revenue and expenditure factors at the January 1994 Commission meeting.

The Finance Committee will meet again prior to the January 1994 meeting to provide continuing review of the fiscal picture.

The Committee also received a report on the proposed 1994/95 Fiscal Year budget. It was reported that the Department of Finance has approved converting a previously authorized limited-term Law Enforcement

Consultant position to permanent status. Currently, the position is dedicated to development of the Commission's Instructor Development Program.

The Committee recommends that the Commission authorize continuation of the position as approved.

The Executive Director reviewed an \$11.6 Million Budget Change Proposal for augmentation of the Peace Officers' Training Fund. This proposal would restore revenues to the 1990/91 level. This proposal has been denied at the review level, but is scheduled for appeal to the Director of the Department of Finance.

It is recommended that the Commission authorize staff to pursue an appeal on this issue.

Other matters discussed by the Committee were included on the regular agenda and have already been reported.

File: 9394REV1 COMPARISON OF REVENUE BY MONTH FISCAL YEARS 1992-93 AND 1993-94

1992-93

1993-94

MO	PENALTY ASSESSMENT		CUMULATIVE		PENALTY ASSESSMENT		OTHER **	CUMULATIVE		% OF EST		% OF EST
	FUND	OTHER	TOTAL	MONTHLY ESTIMATE	FUND	OTHER		TOTAL	TOTAL	EST	EST	
JUL	3,328,543	16,927	3,345,470	3,017,000	2,224,418			2,224,418	2,224,418	73.73%		73.73%
AUG	1,638,281	9,755	4,993,506	6,034,000	2,644,649			2,644,649	4,869,067	87.66%		80.69%
SEP	4,700,348	22,530	9,716,384	9,051,000	2,674,196	3,565		2,677,761	7,546,828	88.76%		83.38%
OCT	2,882,743	19,297	12,618,424	12,068,000	2,670,689			2,670,689	10,217,517	88.52%		84.67%
NOV	3,207,262	29,649	15,855,335	15,085,000				0	10,217,517	0.00%		67.73%
DEC	2,945,291	19,005	18,819,631	18,102,000				0	10,217,517	0.00%		56.44%
JAN	2,252,045	147,914	21,219,590	21,119,000				0	10,217,517	0.00%		48.38%
FEB	2,461,959	34,737	23,716,286	24,136,000				0	10,217,517	0.00%		42.33%
MAR	2,764,158	3,881	26,484,325	27,153,000				0	10,217,517	0.00%		37.63%
APR	2,568,778	22,949	29,076,052	30,170,000				0	10,217,517	0.00%		33.87%
MAY	2,677,804	34,424	31,788,280	33,187,000				0	10,217,517	0.00%		30.79%
JUN	2,364,064	181,422	34,333,766	36,204,000				0	10,217,517	0.00%		28.22%
TOT	33,791,276	542,490	34,333,766	36,204,000	10,213,952	3,565		10,217,517	10,217,517	28.22%		28.22%

** - Includes \$2,633 from coroner permit fees (per Ch 990/90)

COMMISSION ON POST
REIMBURSEMENT BY COURSE CATEGORY

Course Category	1992-1993		1993-1994	
	Total For Year	Actual July - Oct.	October	Actual * July - Oct.
Basic Course	\$ 5,146,881	\$1,211,961	\$174,888	\$827,420
Dispatchers-Basic	437,636	128,810	9,352	45,577
Advanced Office Course	5,555,844	1,236,186	41,749	287,893
Supervisory Course (Mandated)	957,022	255,719	85,223	136,767
Supervisory Seminars and Courses	1,087,396	316,390	89,464	235,454
Management Course (Mandated)	426,324	82,832	20,430	88,888
Management Seminars and Courses	718,222	77,377	39,909	98,789
Executive Development Course	463,177	114,537	26,598	109,851
Executive Seminars and Courses	170,629	12,341	18,769	32,798
Other Reimbursement	176,390	39,476	0	18,724
Technical Skills and Knowledge Courses	8,288,928	1,821,161	625,072	1,906,122
Field Management Training	11,198	2,016	3,666	4,357
Team Building Workshops	182,496	45,418	0	26,249
POST Special Seminars	154,320	49,563	3,644	12,348
Approved Courses	17,430	5,232	0	4,726
Training Aids Technology	2,809,703	0	0	365,341
TOTAL	\$ 26,603,596	\$5,399,019	\$ 1,138,764	\$ 4,201,304

*\$1,366,104.27 charged to 1992 - 1993 F.Y. Funds

Commission on POST

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - FOR CLAIMS PROCESSED

October 1993

1992-93

1993-94

	Actual Total For Year	Actual July - Oct.	% of Total	Projected Total For Year	Actual Oct.	% of Projection
Basic Course	1,159	490	.42	1,160	206	.18
Dispatchers - Basic	490	134	.27	490	92	.19
Advanced Officer Course	15,935	2,637	.17	15,935	1,309	.08
Supervisory Course (Mandated)	748	217	.29	750	172	.23
Supervisory Seminars & Courses	3,298	850	.26	3,300	699	.21
Management Course (Mandated)	220	28	.13	220	61	.28
Management Seminars & Courses	2,235	314	.14	2,235	379	.17
Executive Development Course	511	113	.22	515	175	.34
Executive Seminars & Courses	548	62	.11	550	110	.20
Other Reimbursement	204	39	.19	205	31	.12
Technical Skills & Knowledge Course	27,324	6,131	.22	27,325	6,841	.25
Field Management Training	30	6	.20	30	9	.30
Team Building Workshops	410	108	.26	410	54	.13
POST Special Seminars	839	250	.30	840	89	.11
Approved Courses	64	32	.50	65	13	.20
TOTAL	54,015	11,411	.21	54,030	10,240	.19

Commission on POST

SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	Total 1992-93 FY	1992-93 July - Oct.	1993 October	1993-94 *Jul-Oct.
Resident Subsistence	\$ 7,045,937	\$1,605,038	\$ 517,477	\$1,555,518
Commuter Meal Allowance	625,429	117,104	44,416	134,912
Travel	2,532,610	604,698	179,658	504,991
Tuition	3,070,388	678,030	188,937	614,931
Salary	10,519,529	2,394,149	208,276	1,025,611
Training Aids Technology	2,809,703	0	0	365,341
Totals	\$26,603,596	\$5,399,019	\$ 1,138,764	\$ 4,201,304

* \$1,366,104.27 charged to 1992-93 F.Y. Funds.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PEACE OFFICERS' TRAINING FUND
(Dollars in thousands)

FUND CONDITION STATEMENT 268 Peace Officers' Training Fund	GOVERNOR'S BUDGET		ACTUAL	PROJECTED
	1992-93	1993-94	1992-93	1993-94
BEGINNING RESERVES	2,380	4,038	2,380	-755
Prior year adjustment	0	0	410	0
Reserves, Adjusted	2,380	4,038	2,790	-755
REVENUES AND TRANSFERS				
Receipts:				
Revenues:				
Other regulatory fees	231	231	181	231
Penalty assessments	39,267	35,598	33,791	30,693
Sales of documents	20	20	30	30
Misc services to public	45	45	40	40
Income from SMIF	300	300	273	275
Escheat of unclaimed checks and warrants	10	10	18	17
Totals, Revenues	39,873	36,204	34,333	31,286
Transfers to Other Funds:				
Transfer to the General Fund (Per Section 3.70/92)	-94		-94	
Transfer to the General Fund (Per Section 14.75/92)	-300		-273	
Transfer to the General Fund (Per Section 13.50/93)		-300		-275
Transfer to the General Fund (Item 8120-102-268, Budget Act of 1993)				-2220
Totals, Transfer to Other Funds	-394	-300	-367	-2495
Totals, Resources	41,859	39,942	36,756	28,036
EXPENDITURES				
Disbursements:				
8120 Commission on POST State Operations (Admin)	13,576	13,563	12,747	13,714
Training Contracts				
Sub-total, State Operations	13,576	13,563	12,747	13,714
Local Assistance	24,245	24,808	24,764	22,588
Less: Forced Savings				-8,266
Sub-total, Local Assistance	24,245	24,808	24,764	14,322
Total, Expenditures	37,821	38,371	37,511	28,036
RESERVES	4,038	1,571	-755	0
Reserve for economic uncertainties	4,038	1,571	-755	0

FILE: 9495FC-4

COMMISSION ON POST
FY 93-4 BUDGET SUMMARY

	SIGNED GOVERNOR'S BUDGET	1993-94 BUDGET (Projected)
RESOURCES:		
Carryover from FY 92-3	0	1,366,105
Beginning Reserves	4,038,000	-755,000
Revenue Projection	36,204,000	31,286,000
Asset Forfeitures	0	0
Transfer to the General Fund	-2,220,000	-2,220,000
Transfer to the GF (per Sec 13.50)	-300,000	-275,000
Sub-total, Resources	37,722,000	29,402,105
EXPENDITURES:		
1. Administration/Support	9,463,000	9,614,000
2. Training Contracts/ LA	4,100,000	* 7,494,618
a. Training Contracts	(3,300,000)	(6,694,618)
b. Letters of Agreement	(700,000)	(700,000)
c. Conf Room Rental	(100,000)	(100,000)
3. Training Reimbursements	22,588,000	17,761,855
a. Transfer to Training Contracts	1,477,600	(1,477,600) **
b. Satellite Antennas/IVD	1,500,000	2,013,569
c. Reimbursements		
Trainees: 54,030		
Subsistence	7,050,081	6,621,685
Commuter Meals	625,640	821,052
Travel	2,534,095	2,301,747
Tuition	3,255,242	1,338,224 ***
Salary	0	1,500,000
sub-total, Reimb	13,465,058	12,582,708
sub-total, Tng Reimb	16,442,658	14,596,277
d. Available for TD/TP	6,145,342	0
Training Development	(1,545,342)	0
Training Presentation	(4,600,000)	3,165,578
Total	36,151,000	34,870,473
BUDGETED RESERVES	1,571,000	-5,468,368

* - \$7,494,618 includes \$1,477,600 additional training contracts and \$1,917,018 from Tuition

** - Is information only on the amount transferred for training contracts

*** - Is reduced by \$1,917,018 transferred to training contracts (\$1,412,283 in July and 504,735 in Nov)

① If ALL COST OR SUSPENSIONS WERE MADE, THEY WOULD ADD UP TO \$5.7 million dollars - THE ACTUAL APPROACH TO THESE ITEMS IS SUBJECT TO DISCUSSION
POSSIBLE MEANS TO ADDRESS REVENUE SHORTFALL

As reflected on previous work sheets, a predicted revenue shortfall will have a serious impact upon POST if steps are not considered and taken to address the issue. ² The current estimate is for a \$5,468,368 net deficit if no further action is taken. Of course revenues may come in greater than projections or training volume and/or reimbursement may actually be less than estimated. The following is a partial listing of potential steps or measures that could be taken to address the potential deficit.

* Reduce Travel and Per Diem Reimbursement to qualify (e.g. Cut reimbursement rates by 10%)	450,000
* Delay New Programs/Projects Not Yet Initiated	
-P.C. 832 IVD Upgrade	275,000
-POSTRAC Improvement <i>EFFORT COULD BE SUSPENDED:</i>	230,000
-Cultural Diversity Contract - <i>COULD BE HELD:</i>	32,200
-Master Inst Training Contract " " "	21,000
* Suspend Reimbursement for Sat/IVD Equip <i>TAKING INTO ACCOUNT THOSE CLAIMS IN PIPELINE:</i>	942,000
* Cease Reimbursement for Low Priority Tng	436,000
-This option is illustrative only. It represents ceasing reimbursement for the lowest priority courses as of January 1, 1994. If the option were exercised, actual savings would depend upon where the line was drawn cutting off the lowest priority courses and when the cutoff was made. <i>BUT USING THE LOWEST PRIORITY #5 COURSES AS CUT</i>	
* Suspend Training Presentation Reimbursement	\$3,165,000
* Suspend the Last 4 (of 12) Telecourses	160,000
<i>There is explanation that goes with this review - further explanation will give way to the Executive Director at this point -</i>	Total
	\$ 5,711,200

An approach the Commission may wish to take is to initiate some of the above reduction options now. For example, hold over until the January Commission meeting the two pending contracts for the P.C. 832 IVD upgrade (\$275,000) and the POSTRAC improvement (\$230,000), and, as no reimbursement has been made for training presentation costs, this could also be suspended until January. The Sat/IVD equipment for those agencies which have not submitted a claim could be temporarily suspended for review later in the year or next fiscal year. Then at the January Commission meeting re-examine the revenue and expenditure status and take further action if still required. It should be noted that the Commission also has the more or less "fail safe" option of holding June claims for payment against FY 94-5. This has the effect of spreading the problem over two fiscal years.

Related Considerations

1. Revenue Projection

As noted in other attachments, POST staff's penalty assessment revenue projection is \$30,693,000 for FY 93-4. The Commission should be aware, however, that the Revenue Forecast Unit of the Department of Finance has recently revised its revenue projection for POST to \$36,895,000. While they feel confident with the general accuracy of this estimate, it should be noted that this higher projection is inconsistent with the experience of the actual revenue flow for the past 9 months.

2. Travel and Subsistence Reimbursement

We believe there is a potential for travel and subsistence cost savings, based on POST's provision of more outreach training and the increased certification of local agencies to train their personnel locally.

3. Trainee Volume

There is also the potential for the anticipated trainee volume of 54,030 to be reduced, owing to financial woes being experienced by local law enforcement agencies. Staff will continue to monitor this development as well as other areas that might impact the POTF.

4. Proposition 172

Members of the Commission are aware that Proposition 172 is on the ballot for the November 2 election. Our information suggests that law enforcement training could be greatly affected by the outcome of this particular vote. With this in mind, the Commission may wish to select two approaches, one if Prop 172 fails and one if it passes.

DRAFT

November 1, 1993

The Honorable Phillip Isenberg
California State Assembly
State Capitol, Room 6005
Sacramento, CA 95814

Dear Assemblyman Isenberg:

As you know, Assembly Bills 544 and 1297 of 1991 became law on July 29 and June 30 of 1991, respectively. I am writing you as you were the author of this legislation. I am aware that at least the partial intent of this action was to add revenue to the California trial courts.

Of most significance to members of California law enforcement is that while the legislation increased the State penalty assessment from \$7 to \$10 for every \$10 fine, it also provided for 30 percent off the top of the fund to be directed to the State General Fund. The thinking evidently was that increased revenue to the Penalty Assessment Fund would offset any decrease in revenue to the eight subscribers of the State Penalty Fund.

However, the Commission on Peace Officer Standards and Training (POST), the standard-bearer and chief funding source for California law enforcement training, has experienced serious funding problems as a result of these bills. Because POST serves the needs of law enforcement, this has a direct negative effect on law enforcement city by city and county by county, statewide.

The Commission's Peace Officer Training Fund (POTF) is totally dependent upon its current 23.99 percent share of the Penalty Assessment Fund (which was renamed the "State Penalty Fund" in your bill - a clear change from what was traditionally a special source of revenue for local safety programs). Prior to the impact of this legislation, the POTF Fiscal Year (FY) 1989/90 revenue was \$44.3 million, with FY 1990/91 revenue being \$42.3 million. The revenue of these two years average out at \$43.3 million.

Whereas, following the legislation, revenue received for FY 1991/92 decreased to \$31.8 million. Revenue for FY 1992/93 was \$34 million. Based on the experience of these two years and early figures received in FY 1993/94, it appears that revenue has leveled off at a greatly reduced rate. FY 1993/94 revenues to the POTF are on a path of \$30 million. The net result is that law enforcement agencies have lost \$9-13 million annually in sums that would be earmarked for vitally needed training.

The Honorable Phillip Isenberg
November 1, 1993
Page 2

The loss of POST training money coincides with devastating budget cuts imposed on local law enforcement. While this is going on, these agencies are experiencing pressure including legislative mandates to engage in more and better training.

I understand that these are austere times and many in the public and private sector are suffering. However, I believe strongly that means need to be established to explore ways of recovering the funds that are so essential to effective law enforcement throughout the State.

As you know, law enforcement mostly enforces state laws. The penalty assessment was designed to provide a separate source of revenue - raised locally, but administered by the State as a separate system so that peace officer training would not be a burden on State government. Now the State has overtly moved in on this revenue source with withering effects on law enforcement training resources.

These resources are essential if we expect peace officers to risk their lives to enforce the law, sometimes using force, and still be cordial and sensitive to the multiple law-abiding groups and individuals in the State. There is an attendant moral and ethical obligation to give these officers the initial and perpetual retraining commensurate with expectations on how their job is to be done.

California law enforcement officers are the best trained, most professional officers in the nation because of POST. Raiding these funds severely threatens that standing and diminishes our capacity to serve an increasingly unsettled and violent society.

I will contact you in the near future with a request for a meeting to discuss this and solicit your views on how this matter might be addressed.

■ METRO / B1

Barkett to quit Cal Expo

General manager planning to take financial job with restaurant firm

■ FOOD & WINE

Chef ranks in upper cr

Pie recipe made El Dorado ba famous among fans of Apple I

■ WEDNESDAY



The Sacra

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OCTOBER 27,

Traffic fine add-ons boost price of crime

By Steve Wiegand
Bee Staff Writer

Dolores Owens recently contributed to the Traumatic Brain Injury Fund.

She also gave so that jail guards could be better trained. And she even helped repay doctors who provided medical services in local emergency rooms but got stiffed by their patients.

None of her largesse, however, was voluntary. Like millions of other Californians, Owens' contributions to these and a

half-dozen other programs came when she paid a traffic ticket. And like many of her fellow drivers, she found the whole process outrageous.

"I think they used to have a word for that - 'usury,'" she said outside the Carol Miller Justice Center after paying \$153 for pulling up on the wrong side of the road to let her daughter out. "They're not interested in safety. Their only interest is in collecting money."

"They" in this case is the Legislature. Spurred by triple de-

When more is less

More tickets were issued in Sacramento County this year, but more money didn't follow.

Year	Citations	Revenue
91-92	145,597	\$6.3 million
92-93	146,780	\$5.6 million

Source: County Municipal Court

sires to finance various programs, avoid upfront tax increases and make scofflaws pay for their crimes, legislators in recent years have imposed layer after layer of assessments onto traffic fines.

For every \$10 in base fines, Sacramento County residents

Please see FINES, back page, A14

Robbins: Money reigns in Senate

Portrait painted

New view of old workhorse



By
Bee

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from Motorola and donate them to the Pentagon.

"This should never happen again," said Clinton, who noted

Clinton suggested the urgency for pump-priming outlays has faded as the economy, spurred by low interest rates, has rebounded. Ad-

eliminate funds from Medicaid and Medicare that the president wants to reallocate to fund his health-care reforms.

tion's capital to listen to young victims of violence and to interrogate government experts.

"We are trying to be a voice for

Obviously primed to deal with children, they have told me what they need is to feel someone is paying attention to their problems, that someone cares."

they need is to feel someone is paying attention to their problems, that someone cares."

Fines: Sacramento County ticket revenues falling

Continued from page A1

pay an additional \$17 to finance everything from victim restitution programs to the Department of Fish and Game. Some other counties impose additional fees. And the final costs sometimes seem to have no relation to the severity of the offense.

Get caught driving around with an "inadequate" horn and it will cost you \$25 for the ticket and \$51 for the extras. Violating another driver's right-of-way - which could possibly cause a fatal accident - will cost you \$35 for the basic ticket and another \$68 in additional assessments. But drive in a car pool lane by yourself and risk a base fine of \$100 and an additional fee of \$170.

"There are pieces of it that are absolute lunacy," said Assembly-

man Phil Iseberg, D-Sacramento, chairman of the Assembly Judiciary Committee. "When you can't raise taxes for programs, everyone scrounges around for an allegedly painless way to get money, and one way is to focus on scottlaws and say 'well they are scottlaws, so why shouldn't they pay.'"

"There's no reason why a lot of these things should be paid for by the scottlaw. On the other hand, there is also no reason why the true cost of running the traffic adjudication system should be paid for by the taxpayers and let the scottlaw go free."

Like Owens, a Land Park resident who said that she hadn't had a ticket in several years before being stopped last month, many drivers haven't a clue where the money goes.

"Most people don't know how it's divided," said Phyllis Smith, manager of the traffic and parking section of the Municipal Court. "When they get the courtesy notice, we don't say it's \$50-plus, we just give the total. Occasionally people ask and then they want to know who to write to, because it's not fair. But we don't set it, it's set by the Legislature, so I'm glad to tell them who to write to."

But the soaking-the-scottlaws approach may be backfiring, officials say. In Sacramento County, for example, police issued nearly the same number of tickets in the 1992-93 fiscal year, 146,780, as they did in the previous year. Yet the county collected only \$5.6 million in the past fiscal year, or \$700,000 less than the year before.

One effect the high costs of tickets is having is to drive more people into court to try to explain their way out of them. Ten years ago, said Rick Neal, traffic court coordinator for the state Judicial Council, as many as 75 percent of those who got tickets would simply mail in their fines. Today, he said, fewer than 40 percent pay their tickets through the mail.

"It's tied to the increase in traffic penalties," Neal said. "More people are failing to appear or pay, shirking the whole thing on. Or you have people who want to come in and contest the ticket, not because they are not guilty, but because they want to reduce the fines."

In Owens' case, for example, the original fine was \$370. She pleaded not guilty and was directed to meet with a deputy district attorney,

ney, who offered to seek a reduced fine in return for a guilty plea.

"Their tactics are to encourage you to pay now because it will be worse later," she said. "It's a very intimidating tactic."

Some counties have come up with innovative ways to reduce the strain on the court system. In San Diego County, ticketed motorists are advised when they receive their bail notices that if they pay them through the mail, they'll get a 15 percent to 20 percent discount without having to plead their case.

Other counties, such as Sacramento, have loosened up the ways tickets can be paid, such as by accepting credit cards or setting up monthly payment schedules.

Officials are also pondering a proposal to remove the handling of most traffic tickets from the justice system altogether. By handling the tickets as civil matters rather than as criminal offenses, relaxed rules of evidence would make it easier to plead extenuating circumstances.

But no one is predicting a return to when traffic violations weren't viewed as a backdoor way of collecting taxes for specific programs.

"If you eliminated, all these

High price of penalties

These days, if you get a ticket, the penalties you pay will exceed the fine. Here's an example of where your money goes when you pay a \$270 ticket for driving in the car-pool lane alone

\$100 base fine:
 (Challenger issued within the city limits)
 = \$50 to state, \$50 to city
 (Challenger issued in unincorporated area of county)
 = \$75 to state, \$25 to county

\$170 added penalties

State share, \$100:
 = \$30 to court operations
 = \$22.40 to victim restitution programs
 = \$18 to driver training programs
 = \$16.80 to train police officers
 = \$6.02 to fund child abuse and rape crisis centers
 = \$5.53 to train jail guards
 = \$4.47 for research and treatment of traumatic brain injuries and Game
 = \$5 to finance prosecutors and public defenders
 County share, \$70:
 = \$20 to reimburse emergency room doctors whose patients don't pay them
 = \$20 to court construction
 = \$25 to jail construction
 = \$5 to finance an automated fingerprint system



Source: Legislative analyst's office, state judicial council, Sacramento municipal court.

See graphic

things you could cut the cost of was, in fact two years in a row, Every one of them has a special interest behind it that will fight vigorously for it... and no one is going to fight for the scottlaws."

SETTING IT STRAIGHT

Accuracy is a fundamental policy in this standing feature to promptly acknowledge errors. Mistakes should be called to the attention of the editors involved by calling (916) 321-1001.

PEACE OFFICERS STANDARDS AND TRAINING

1994 - 1995

BUDGET CHANGE PROPOSALS

NOVEMBER 1, 1993

1994-95 BCP REVIEW

DATE: October 25, 1993

ORG NUMBER: 8120

AGENDA
GROUP:

BCP
NUMBER/PRIORITY: 001

DEPT: Commission on Peace Officer Standards and Training

BCP TITLE: POST Instructor Development

	CURRENT YEAR	BUDGET YEAR
	(Dollars in Thousands)	
	<u>REQUEST</u>	<u>RECOMMEND</u>
GENERAL FUND:		
OTHER FUNDS: (POTF)		\$101 \$101
POSITIONS/PYS:	1.0/1.0	1.0/1.0

PROPOSAL: POST requests approval to permanently establish a limited-term Law Enforcement Consultant II position for its Instructor Development Program (IDP) at a cost of \$101,000 to the Peace Officer Training Fund (POTF).

BACKGROUND: POST is responsible for improving the level of competence of law enforcement officials in California by setting standards, facilitating training, improving management practices, and providing financial reimbursement for the training of local law enforcement officers throughout the state.

The POST training program, consisting of over 1,800 on-going courses and 341 certified presenters, utilizes over 10,000 part-time instructors who are also generally employed full-time in some law enforcement or related field. According to POST, these instructors have current on-the-job subject knowledge, which is not always matched by teaching skills. Their knowledge and proficiency with contemporary teaching methodology, adult and experiential learning, and learning styles are frequently not sufficient to meet today's law enforcement training expectations and needs.

The IDP administered by POST is directed at improving the skills and abilities of instructors who teach all levels of California law enforcement training programs. This is accomplished through the development of a comprehensive three track system approach: the Instructor Skills Development Program for new instructors; the Short Module Instructor Development Program for instructors presenting short pre-designed modules; and the Master Instructor Development Program, a three-phase program that elevates the competencies of selected experienced instructors to the master level.

This proposal would make permanent a two-year limited-term position (approved in 1990-91 and extended in 1992-93) to design and maintain the instructor development program for all levels of POST certified instruction. This position would continue to coordinate the overall program, design and develop advanced instructor courses, and implement and maintain instructor evaluation systems.

In approving the extension of the limited-term position in 1992-93, the Department of Finance indicated that POST would have to provide the results of the field tests, and address its progress in achieving the goals of this program in order to justify permanent establishment of the position.

POST has provided information on the results of the pilot Master Instructor Core Course, and its accomplishments to date regarding the other aspects of the program. Based on our review of this information, it appears that the pilot was successful and POST is making sufficient progress with the other training courses to warrant the permanent establishment of the limited-term position.

RECOMMENDATION: Approve the request.

CJ:BCP,B8120401.TW

1994-95 BCP REVIEW

DATE: October 25, 1993

ORG NUMBER: 8120

AGENDA
GROUP:

BCP
NUMBER/PRIORITY: 002

DEPT: Commission on Peace Officers Standards and Training

BCP TITLE: POST Local Assistance Augmentation

	CURRENT YEAR		BUDGET YEAR	
	(Dollars in Thousands)			
	<u>REQUEST</u>	<u>RECOMMEND</u>	<u>REQUEST</u>	<u>RECOMMEND</u>
GENERAL FUND:			\$11,633	
OTHER FUNDS:				
POSITIONS/PYS:				

PROPOSAL: The Commission on Peace Officers Standards and Training (POST) requests approval to augment its local assistance budget by \$11,633,000 General Fund to offset the effect of declining Peace Officer Training Fund (POTF) revenues.

BACKGROUND: Chapter 530, Statutes of 1980 created the Penalty Assessment Fund as a depository (parent fund) for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for various criminal offenses. These assessments are distributed monthly to other funds (subaccounts) including in part the Restitution Fund, Peace Officer Training Fund and the Victim Witness Assistance Fund, on a statutory formula basis.

In fiscal year 1991-92, the Penalty Assessment Fund began to experience a shortfall in revenues. This shortfall was attributed to: 1) the economic recession, and 2) Chapter 189, Statutes of 1991, known as the Trial Court Funding legislation. This legislation increased the state penalty assessment from \$7 to \$10. It also in effect, broadened the allocation formula for the distribution of penalty assessment revenues by requiring \$3 be deposited into the General Fund off the top. In addition, it supposedly resulted in the courts reluctance to impose costly fines, as well as the counties being unable to collect penalty assessment revenues.

Revenues to the POTF from the Penalty Assessment Fund since 1989-90 are as follows:

1989-90	\$43,207,000
1990-91	41,132,000
1991-92	31,142,000
1992-93	38,661,000*
1993-94 (projected)	33,138,000
1994-95 (projected)	33,138,000

*This number is inflated due to the switch from cash to accrual basis accounting.

Consequently, POST has sustained a revenue loss of approximately \$10 million. POST also believes that the current year and budget year projections are optimistic, and that the revenue will more likely be approximately \$30.5 million instead of \$33.1 million. Since the loss of revenue has forced POST to reduce the amount of funding it provides to local law enforcement for training activities, it is requesting an augmentation of approximately \$11.6 million to increase this funding back to its 1989-90 funding level.

RECOMMENDATION: The Department of Finance agrees that it is not likely that the revenue from penalty assessments will have any sort of significant increases in the near future. Consequently, increased revenue for the POTF cannot be expected to cover the shortfall in funding for training. We also recognize that the funding provided by POST to local law enforcement is an important factor in ensuring that the training necessary to produce and maintain high caliber peace officers is continued. However, given the ongoing fiscal crisis the state is experiencing, we cannot support this request.

CJ:BCP,B8120402.TW

BUDGET CHANGE PROPOSAL
FOR
FISCAL YEAR _____BCP No: 1Priority No: 12

ORGANIZATION CODE:

DEPARTMENT:

8120

Commission on Peace Officer Standards and Training (POST)

PROGRAM:

ELEMENT:

COMPONENT:

20 - TRAINING

TITLE OF PROPOSED CHANGE: (Limited to a Maximum of 100 Characters)

POST Instructor Development

SUMMARY OF PROPOSED CHANGES:

Proposed is the continuation of the current Limited-Term position on a permanent basis for the further establishment and maintenance of the POST Instructor Development Program directed at improving the quality and effectiveness level of instructors in California law enforcement training programs. Required is the continued staffing to further develop, coordinate and maintain this unique program.

REQUIRES LEGISLATION (Y/N)

Code Section(s) to be amended

☒ 2

NATURE OF PROPOSAL

(See instructions; indicate appropriate number.)

BUDGET IMPACT:

One-Time Cost
(include list)Future Savings
(include list)

Revenue

PREPARED BY:

Date:

DONALD E. MOURA

9/1/93

REVIEWED BY:

Date:

OTTO SALZENBERGER

9/7/93

DEPARTMENT DIRECTOR:

Date:

NORMAN C. BOEHM

AGENCY SECRETARY:

Date:

Norman C. Boehm

9/10/93

DOF ANALYST USE:

Additional Review

Action

OIT _____ FSCU _____

FBA _____ CALSTARS _____

CAPITAL OUTLAY _____



Approved Entered in System on _____

Disapproved ☐ Add ☐ Non-Add

Approved for Release on _____ (Date)

FISCAL IMPACT:

	Appropriation No. (Org) - (Ref) - (Fund)	Dollars (in Thousands)		
		Past Year	Current Year	Budget Year
<u>Existing Program:</u>	8120 - 001 - 268	\$ _____	\$ _____	\$ _____
	8120 - 011 - 268	\$ _____	\$ _____	\$ _____
	8120 - 101 - 268	\$ _____	\$ _____	\$ _____
	_____ - _____ - _____	\$ _____	\$ _____	\$ _____
Reimbursements	_____ - _____ - 0995	\$ _____	\$ _____	\$ _____
	TOTAL	\$ _____	\$ _____	\$ _____

Positions

Personnel Years

<u>Proposed Changes:</u>	8120 - 001 - 268	\$ _____	\$ _____	\$ 101
	_____ - _____ - _____	\$ _____	\$ _____	\$ _____
	_____ - _____ - _____	\$ _____	\$ _____	\$ _____
	_____ - _____ - _____	\$ _____	\$ _____	\$ _____
Reimbursements	_____ - _____ - 0995	\$ _____	\$ _____	\$ _____
	TOTAL	\$ _____	\$ _____	\$ 101

Positions

Personnel Years

For EDP requests, include date Special Project Report (SPR) or Feasibility Study Report (FSR),
 Approved _____.

BUDGET CHANGE PROPOSAL

ATTACHMENT IV.1

BCP #: _____

FISCAL DETAIL

FISCAL YEAR 1994-95Date: 9/1/93

(\$ in Thousands)

Name of Proposed Change: POST Instructor Development ProgramProgram/Element/Component: 20 - TRAINING Governor's Budget Pg. Reference: _____

	Personnel Years		Current Year	Budget Year
	CY	BY		
TOTAL SALARIES AND WAGES a/		<u>1.0</u>	\$ _____	\$ <u>65</u>
Partial Year Adjustments				
Salary Savings				
NET TOTAL SALARIES AND WAGES		<u>1.0</u>	\$ _____	\$ <u>65</u>
Staff Benefits b/	<u>xxxxxxx</u>	<u>xxxxxxx</u>		<u>19</u>
TOTAL PERSONAL SERVICES		<u>1.0</u>	\$ _____	\$ <u>84</u>
OPERATING EXPENSES AND EQUIPMENT				
General Expense				2
Printing				2
Communications				2
Postage				2
Travel -- In-State				6
Travel -- Out-of-State				-
Training				1
Facilities Operations				2
Utilities				-
Consulting & Professional Services: Interdept'l				
Consulting & Professional Services: External				
Consolidated Data Centers				
Health and Welfare Data Center			()	()
Stephen P. Teale Data Center			()	()
Data Processing				
Equipment				
Debt Service				
Other Items of Expense: (Specify Below)				

_____			\$ _____	\$ _____

a/ Itemize detail on reverse side by classification as in Salaries and Wages Supplement.

b/ Provide detail on reverse.

BCP:BCPF0RM.120/5

(07/93)

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ <u>17</u>
SPECIAL ITEMS OF EXPENSE g/	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL EXPENDITURES	\$ _____	\$ <u>101</u>
State Operations	\$(_____)	\$(<u>101</u>)
Local Assistance	\$(_____)	\$(_____)

Source of Funds

General Fund	\$ _____	\$ _____
Special Funds (specify) Peace Officer Training Fund	\$ _____	\$ <u>101</u>
Federal Funds	\$ _____	\$ _____
Other Funds (specify)	\$ _____	\$ _____
Reimbursements	\$ _____	\$ _____

g/ Special Items of expense must be titled. Only names included in the standardized list of Special Items of expense Objects portion of the Uniform Codes Manual may be used.

Date: September 1, 1993

Priority No: _____

**BUDGET CHANGE PROPOSAL
DETAIL OF PROPOSED CHANGES**

A. Problem

Most authorities concur that the quality of training is primarily determined by the competency of instructors. The POST training program, consisting of over 3,771 on-going courses in 350 categories and presented through 522 certified presenters, utilizes over 10,000 part-time instructors who are also generally employed full-time in some law enforcement capacity or related field. These instructors have current on-the-job subject knowledge, which is not always matched by teaching skills. Their knowledge and proficiency with contemporary teaching methodology; adult learning techniques, experiential learning, learning styles, active training activities, alternative methods to lecturing, etc. is not sufficient to meet present and future training expectations and needs. California's formalized teacher training program for part-time instructors in community colleges, which was directed primarily to the traditional ineffective lecture-oriented approach, has been repealed through legislation. This action now decentralizes the instructor minimum selection requirements and skill development to the independent 107 community colleges thus diminishing the statewide overall quality of course presentations due to the lack of standardization and consistency of instructor selection, preparation and evaluation. Our field staff involved in the certification of courses continue to report that instructors are being employed with minimum selection requirements and void of any instructor development preparation. Instructors are being employed based upon their resume experience, placed in the classroom without adequate preparation knowledge as to utilizing appropriate adult learning technologies, and then expected to learn-by-doing at the expense of students. The legislative action, leaving each college to set standards for instructor preparedness, has intensified the need for POST to develop and ensure the availability of instructor development programs.

Problems created by inadequately trained instructors include:

(1) less than adequate and, in some cases, unsafe training of peace officers, (2) potential liability for training institutions, and (3) wasted training resources of POST, employing agencies, and training institutions. Failure to take appropriate remedial action will perpetuate these problems.

This proposal would make a permanent function of the current limited term position (ending June 30, 1994) within POST to continue the design, implementation and maintenance of a comprehensive and contemporary instructor development program for all levels of POST certified instruction. More than 250 million dollars are invested annually in California law enforcement training by POST, community

colleges, four-year universities, and law enforcement agencies. Development by POST of an on-going instructional development and quality improvement program for instructors would undoubtedly enhance the return on this investment.

B. Reasons why problem not being met with current level

The Commission's priority of constantly improving the quality of training led to the adoption of the Training Effectiveness Model (TEM). This approach calls for improvements in (1) subject validity, (2) application of the most suitable training methods, (3) awareness of learning receptivity criteria, and (4) development of training resources, including instructor development at all levels of POST certified instruction. Progress is being made in the first three areas, and preliminary progress has been made in the fourth area with the development and pilot testing of the POST Master Instructor Development Program, the Basic Instructional Skills Development Course, and the Institute for Investigation Instructor Update Orientation Program. With the advent of the ending of the limited term position, we do not have sufficient staff time available to coordinate the further development and implementation of the Instructor Development Program for all levels of instruction, including the development of a POST Certified Instructor Program, including minimum instructor standards (See Attachment A). Since the inception of this current limited term position, POST has conducted two symposiums on law enforcement training issues. The issue of instructor selection and training was at the forefront of concerns for the quality, standardization and continuity of statewide training programs. Additionally, the continued evolution of POST involvement in the development of high technology instructional strategies, and the legislative mandate to study how training will be delivered into the next century, requires that we begin now to prepare instructors to manage these future learning environments. POST currently provides an assortment of specialty workshops that narrowly focus on providing updates on changing content. All instructors should know contemporary adult learning methodologies embodied in the POST Training Effectiveness Model. POST experience has shown that subject matter expertise (practical experience) does not equate to being a trainer or an instructor. Unfortunately, without the permanency of the current limited term position, existing POST staffing resources will not permit the necessary further development, implementation, coordination, monitoring, evaluation, and updating that this type of program would require to ensure making it a success. Even though the programs developed would be contracted or certified out to course presenters, it is critical that POST perform these activities to maintain training quality, continuity and standardization.

C. Program Objectives

Continue to establish the POST Instructor Development Program directed at improving the skills and abilities of instructors who teach in all levels of California law enforcement training programs. This would be accomplished through the further development of a comprehensive three-track system approach: (1) the Short Module Instructor Development

Program (a programmed instruction approach for individuals who are agency trainers/instructors who will only be presenting a short pre-designed module or facilitating a distance learning group discussion a few times a year), (2) the Instructor Skills Development Program (a basic instructor skills development program for new and incumbent instructors that would teach in most courses, along with appropriate update courses), and (3) the Master Instructor Development Program (a three-phase program that elevates the competencies of selected experienced instructors to the master level). The programs would include appropriately developed update courses for each level and would utilize a building-block approach from basic to master instructor levels eliminating duplication. (See Attachment B)

D. Analysis of alternative means of solving the problem

Alternative A. Do nothing. This is not an acceptable alternative since there exists an obvious opportunity to improve the quality and effectiveness level of instructors in all levels of California law enforcement training programs.

Alternative B. Use existing staff to implement this program. To use existing staff would require either the elimination or severe reduction in current programs. Current staff commitments would not allow this alternative.

Alternative C. Make permanent the current limited term position to implement this program. This alternative appears to be the only practical approach for administering this important continuing function.

E. Recommendation

Alternative C. Implement the proposed program. This alternative represents the most logical cost-effective way to administer this program.

F. Implementation (timetable)

The current limited term position would continue on a permanent basis effective July 1, 1994.

POST INSTRUCTOR DEVELOPMENT PROGRAM

The program consists of a "three track" system: (1) the Basic Instructional Skills Development Program (an 80 hour Basic Instructional Skills Development Course for novice instructors that would teach in most courses, along with an additional 40 hour version of the same course for incumbent instructors), (2) the Short Module Instructor Development Program (a programmed instruction approach for individuals who are agency trainers/instructors who will only be presenting a short pre-designed module or facilitating a group discussion a few times a year), and (3) the Master Instructor Development Program (a one year, three-phase program that elevates the competencies of selected experienced instructors to a mastery level, and develops them as mentors and trainers for all other instructors at all levels). The program utilizes a building block approach from basic to master instructor levels eliminating duplication.

Additionally, the program would consist of the development, implementation and maintenance of a POST Certified Instructor Program (Minimum instructor standards, re-certification, update training, etc.)

1. Basic Instructional Skills Development Program: includes a Basic Instructional Skills Development Course and also includes a basic instructor skills development practicum (experiential learning demonstrating skills learned). The course is presented in two formats; an 80 hour version for novice instructors, and a 40 hour version for incumbent instructors. Both courses are designed to be taught by Master Instructors.

Additionally being considered is an Instructional Skills Update Practicum, led by Master Instructors, that would be added to this track to ensure the maintenance of a desired level of instructor competence in future years, and to add additional skills.

2. Short Module Instructor Development Program: this program would be multi-dimensional depending upon the particular programmed instruction package, e.g. short pre-designed modules, distance learning programs, discussion programs, etc. These development programs would be presented also by Master Instructors.
3. Master Instructor Program:
 - a. Phase I consists of the screening of Master Instructor candidates from selected experienced instructors recommended by, as appropriate, their agency and the Director of the certified POST presenter they represent, and the completion of the 80 hour POST Master Instructional Development

Core Course (defining requisite skills of a POST Master Instructor; provides an unhoneed version of the tools necessary to positively impact training; course sets tone and begins behavioral change process and a paradigm shift by providing an introduction to Adult Learning Concepts; Instructional Systems Design (ISD); POST Training Effectiveness Model (TEM); Active Training Methods; and Trainer Skills, Ethics, and Values).

- b. Phase II transitions the Master Instructor Candidate to the development of a mastery level in all of the identified Master Instructor Dimensions (this is the researching, reading, and learning phase of the Master Instructor Development Program--utilizes a self-directed learning methodology with learning contracts, expert mentors, peer and staff evaluation). This phase consists of a Learning Project Workshop designed to assist the candidates in developing their individual learning contracts for completion of a major project and a correlating elective, along with two Progress and Validation Workshops over an eight month period, that will allow them to demonstrate minimally, both in writing and an approved practical manner, the identified Master Instructor Dimensions.
- c. After completing the Phase I and Phase II preparation process, Phase III consists of the application/validation process where the candidates modify all of their instructional responsibilities incorporating the adult learning techniques that reflect the core philosophy of the program, and the implementation of their Major Project. The candidate is assigned a mentor to use as a resource for any assistance in making the transition, where appropriate, from the traditional strict pedagogical mode to instructional modules utilizing an andragogical, adult experiential learning techniques mode.

After a satisfactory review by the candidate's mentor and POST Instructor Development Program staff, the candidate is awarded the POST Master Instructor Certificate. It is proposed that an annual Master Instructor Update Workshop will be required to maintain the certificate. At this workshop, Master Instructors would provide verbal and written illustrations of their mentoring and training interventions completed for the previous year. Additionally at this workshop, as new instructional technologies and strategies are identified for POST statewide training by the

Commission's Learning Technology Resource Center Bureau, the Master Instructors will become a catalyst for sharing these fresh concepts with instructors statewide.

- d. Master Instructors would then be utilized as instructors/mentors for instructing in, and the facilitation of, the Basic Instructional Skills Development Program, the Short Module Instructor Development Program, and some modules of the Master Instructor Development Program. They would also be prepared to assist training directors and coordinators in on-site assistance for the development of courses, curriculum, and the evaluation of instructors at all levels of instruction.
4. POST Certified Instructor Program: this would be the creation of a statewide certification program with minimum standards for instructors; development, implementation and maintenance. This program would, more than likely, be phased-in with certified presenters over a three to four year period with the goal that all instructors would demonstrate their minimum level of expertise for managing a learning environment:
- a. First year-----25% instructor certification
 - b. Second year-----50% instructor certification
 - c. Third year-----75% instructor certification
 - d. Fourth year and thereafter-----100% instructor certification prior to instructing in any POST certified training course..

Periodic Instructor Update Workshops, conducted by Master Instructors, would be required minimally every two to three years where instructors would be exposed to new instructional methodologies as they are developed, and where they would also be required to demonstrate their on-going proficiency in a practicum setting.

Means would be available for incumbent instructors to challenge the Basic Instructional Skills Development Course with the demonstration of equivalent knowledge and skills as required for minimum instructor proficiency.

5. It is also proposed that a quarterly or semi-annual POST Instructor Newsletter would be implemented in order to keep instructors updated on the latest information that would assist them in maintaining instructor excellence.

NOTE: With the exception of the Master Instructor Development Program, as the various courses contained within the Instructor Development Program are developed and pilot-tested, they will be certified to appropriate presenters thus minimizing POST staff requirements to maintaining a monitoring role for updating and introducing new instructional technologies to the entire program.

POST INSTRUCTOR DEVELOPMENT PROGRAM

Major Program Tasks Completed To Date

1. Development and pilot testing of Master Instructor Development Program (Class #1), a one-year, three-phase program including 200 hours within five workshops.
2. Comprehensive evaluation of pilot presentation of Master Instructor Development Program (Class #1).
3. Development and pilot testing of Basic Instructional Skills Development Course (80 Hour-Novice, 40 Hour-Incumbent).
4. Development and pilot testing of Institute for Investigation Instructor Update Orientation Program (44 Hour Course).
5. Completed initial survey and basic research for identifying instructor standards for all levels of instruction.

Implementation Tasks Remaining

1. Develop, pilot test and on-going monitoring and updating/evaluation of Short Module Instructor Development Course and Practicum by 7/94.
2. Development and on-going maintenance of POST Quarterly Instructor Newsletter by 7/94.
3. Develop and conduct annual POST Master Instructor Update Workshop by 11/94.
4. Develop, pilot test and on-going monitoring and evaluation of POST Certified Instructor Certification Program. Initial development of standards and begin pilot testing by 7/95, phased in with certified presenters over a three to four year period. On-going monitoring and maintenance thereafter.

Projected On-Going Tasks & Quantification of Workload

Law Enforcement Consultant II

Activity	Percentage of Time
Coordinate, conduct two Master Instructor Development Programs annually	25
Oversee Instructor Certification Program	25
Continually review/evaluate/refine Instructor Development Program/Courses	25
POST Quarterly Instructor Newsletter	10
Conduct annual Master Instructor Update Workshops	15
	<hr/>
Total Time %	100

~~CONFIDENTIAL~~
BUDGET CHANGE PROPOSAL
FOR
FISCAL YEAR 1994/95

BCP No: 2

Priority No: 1

ORGANIZATION CODE:

DEPARTMENT:

8120

Commission on Peace Officer Standards and Training

PROGRAM:

ELEMENT:

COMPONENT:

30 - Peace Officer Training Reimbursement

TITLE OF PROPOSED CHANGE: (Limited to a Maximum of 100 Characters)

Local Assistance Augmentation

SUMMARY OF PROPOSED CHANGES:

This proposal is to augment local assistance for Peace Officer Training Reimbursement by \$11.633 million from the General Fund.

☒ N

REQUIRES LEGISLATION (Y/N)
Code Section(s) to be amended

☒ 2

NATURE OF PROPOSAL
(See instructions; indicate appropriate number.)

BUDGET IMPACT:



One-Time Cost
(include list)



Future Savings
(include list)



Revenue

PREPARED BY:

Date:

REVIEWED BY:

Date:

Thomas S. Liddicoat

09/14/93

Frederick Williams

09/14/93

DEPARTMENT DIRECTOR:

Date:

AGENCY SECRETARY:

Date:

Norman C. Boehm 9/17/93
Norman C. Boehm

DOF ANALYST USE:

Additional Review

Action

OIT _____ FSCU _____

☐ Approved Entered in System on _____

FPA _____ CALSTARS _____

☐ Disapproved ☐ Add ☐ Non-Add

CAPITAL OUTLAY _____

☐ Approved for Release on _____ (Date)

BUDGET CHANGE PROPOSAL

ATTACHMENT IV.1

BCP #: 2

FISCAL DETAIL

FISCAL YEAR 1994/95Date: 09/17/93

(\$ In Thousands)

Title of Proposed Change: Local Assistance AugmentationProgram/Element/Component: 30 - POTR Governor's Budget Pg. Reference: G.G.4

	Personnel Years		Current Year	Budget Year
	CY	BY		
TOTAL SALARIES AND WAGES a/			\$	\$
Partial Year Adjustments				
Salary Savings				
NET TOTAL SALARIES AND WAGES			\$	\$
Staff Benefits b/	xxxxxxx	xxxxxxx		
TOTAL PERSONAL SERVICES			\$	\$
OPERATING EXPENSES AND EQUIPMENT				
General Expense				
Printing				
Communications				
Postage				
Travel -- In-State				
Travel -- Out-of-State				
Training				
Facilities Operations				
Utilities				
Consulting & Professional Services: Interdept'l				
Consulting & Professional Services: External				
Consolidated Data Centers				
Health and Welfare Data Center			()	()
Stephen P. Teale Data Center			()	()
Data Processing				
Equipment				
Debt Service				
Other Items of Expense: (Specify Below)				
			\$	\$

a/ Itemize detail on reverse side by classification as in Salaries and Wages Supplement.

b/ Provide detail on reverse.

BCP:BCPF0RM.120/5

(07/93)

	<u>Current Year</u>	<u>Budget Year</u>
TOTAL OPERATING EXPENSES AND EQUIPMENT	\$ _____	\$ _____
SPECIAL ITEMS OF EXPENSE g/	\$ _____	\$ _____
<u>Peace Officer Training Reimbursement</u>	\$ _____	\$ <u>11,633</u>
TOTAL EXPENDITURES	\$ _____	\$ <u>11,633</u>
State Operations	\$ (_____)	\$ (_____)
Local Assistance	\$ (_____)	\$ (<u>11,633</u>)
<u>Source of Funds</u>		
General Fund	\$ _____	\$ <u>11,633</u>
Special Funds (specify)	\$ _____	\$ _____
Federal Funds	\$ _____	\$ _____
Other Funds (specify)	\$ _____	\$ _____
Reimbursements	\$ _____	\$ _____

g/ Special Items of expense must be titled. Only names included in the standardized list of Special

Items of expense Objects portion of the Uniform Codes Manual may be used.

**BUDGET CHANGE PROPOSAL
DETAIL OF PROPOSED CHANGES**

A. PROBLEM

Assembly Bills 544 and 1297 of 1991 became law on July 29 and June 30, 1991, respectively. The intent of the bills, known as the Trial Court Realignment and Efficiency Act of 1991, was to add revenue to the State General Fund and to provide a mechanism for funding California trial courts. Of most significance to POST is that while the legislation increased the state penalty assessment from \$7 to \$10 for every \$10 fine, it also provided for 30% off the top of the fund to be directed to the State General Fund. It was evidently thought that increased revenue to the Penalty Assessment Fund (PAF) would offset any decrease in revenue to the eight users of the PAF. However, POST has experienced serious funding problems as a result of these bills. Because POST serves the needs of law enforcement, this has a direct negative effect on law enforcement city by city and county by county, statewide.

Prior to the impact of this legislation, revenue to the Peace Officers' Training Fund (POTF) from the PAF was \$43.2 million in FY 89-90 and \$41.1 million in FY 90-91. The revenue of these two years averages out to be \$42.2 million. Following the legislation, revenue to the POTF for FY 91-92 decreased to \$31.1 million. Revenue for the first 12 months of FY 92-3 was \$33.8 million. It now appears that since January 1993 (which was the effective date of AB 2409/92) revenue has stabilized at approximately \$2.54 million per month, for an annual projection of \$30.5 million.

The net result of the above is that local law enforcement agencies have lost approximately \$11 million annually in sums that would be earmarked for vitally needed training. Additionally, the loss of POST training money coincides with devastating budget cuts imposed on local law enforcement. While this is going on, these agencies are experiencing pressure including legislative mandates to engage in more and better training. These appropriate expectations for training practically and ethically need to be matched by resources to accomplish them. The safety and effectiveness of the officers as well as the expectations of the public require it.

B. REASONS WHY PROBLEM NOT BEING MET WITH CURRENT LEVEL

POST is totally dependent upon its current 23.99% share of the Penalty Assessment Fund. In FY 91-92, owing to the first quarter revenue for that year being 41% below projections, participating agencies were notified of the immediate suspension of salary reimbursement. While salary reimbursement was ultimately resumed at a reduced rate, the Commission, effective July 1, 1993, replaced salary reimbursement with a system for reimbursing for course development and course presentation costs. This was done to emphasize the linkage between POST reimbursement and training. Monies that are to be redirected to agencies under this new system

are currently far below instructional costs.

C. PROGRAM OBJECTIVES

As stated in the FY 1993-94 Governor's Budget, page GG 4, line 61, the program objective statement of the Peace Officer Training Reimbursement Program is as follows:

"The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most pressing problems. Carefully selected, highly trained and properly motivated peace officers are important factors in the solution of this problem. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, numerous specialized districts and local agencies which have agreed to meet POST's standards. Each jurisdiction participating in the program is reimbursed from the Peace Officers' Training Fund in proportion to the number of officers who participate in reimbursable training."

D. ANALYSIS OF ALTERNATIVE MEANS OF SOLVING PROBLEM

1. Provide an augmentation to the Local Assistance Item from the Peace Officers' Training Fund. In the past this would be the recommended solution, but it is the very nature of the problem this time. There are no reserves to tap.

2. Provide an augmentation from the General Fund. This would provide the necessary funds that are no longer available from the Peace Officers' Training Fund. An appropriation of \$11.633 million would restore total revenues to the average level of FY 89-90 and FY 90-91.

E. RECOMMENDATIONS

Alternative D-2. There are no reserves in the Peace Officers' Training Fund from which an augmentation could be made. A more permanent response would be legislation restoring previously available funding for peace officer training. However, there is a critical need for training now. As transfers have been made from the POTF to the General Fund in this and past years, an appropriation from the General Fund back to the POTF is the only viable budgetary alternative that would restore the program to previous levels.

F. IMPLEMENTATION

July 1, 1994.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
PEACE OFFICERS' TRAINING FUND
(Dollars in thousands)

FUND CONDITION STATEMENT
268 Peace Officers' Training Fund

	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94 (Projected)	1994-95 (Projected)	1994-95 (Proposed)
BEGINNING RESERVES	3,967	5,002	8,164	5,962	2,380	3,705	0	0
Prior year adjustment	614	271	158	599	0	0	0	0
Reserves, Adjusted	4,581	5,273	8,322	6,561	2,380	3,705	0	0

REVENUES AND TRANSFERS

Receipts:

Revenues:

Other regulatory fees			15	238	181	231	231	231
Penalties on traffic violations	38,427	43,207	41,132	31,142	38,660 *	30,537	30,537	30,537
Sales of documents		24	14	16	30	30	30	30
Misc services to public	31	17	41	45	40	40	40	40
Income from SMIF	1,130	1,110	1,082	363	273	275	275	275
Escheat of unclaimed checks and warrants	20	25	28	10	18	17	17	17
Totals, Revenues	39,608	44,383	42,312	31,814	39,202	31,130	31,130	31,130

GENERAL FUND APPROPRIATION

Transfers to Other Funds:

Transfer to the General Fund (Per Section 3.70/92)					-94			
Transfer to the General Fund (Per Section 14.75/92)					-273			
Transfer to the General Fund (Per Section 13.50/93)					-275	-275	-275	-275
Transfer to the General Fund (Item 8120-102-268, Budget Act of 1993)					-2220			
Totals, Transfer to Other Funds				0	-367	-2495	-275	-275
Totals, Resources	44,189	49,656	50,634	38,375	41,215	32,340	30,855	42,488

EXPENDITURES

Disbursements:

8120 Commission on POST								
State Operations	8,672	9,492	11,177	12,143	12,746	13,563	13,563	13,563
Local Assistance	30,515	32,000	33,495	23,852	24,764	18,777	17,292	28,925
Total, Expenditures	39,187	41,492	44,672	35,995	37,510	32,340	30,855	42,488

RESERVES

Reserve for economic uncertainties	5,002	8,164	5,962	2,380	3,705	0	0	0
	5,002	8,164	5,962	2,380	3,705	0	0	0

* 12 months revenue 12 months revenue was \$34,061

State of California

Department of Justice

M E M O R A N D U M

To : POST Commissioners

Date: Oct. 18, 1993

From : Sherman Block, Chairman
Long Range Planning Committee
Commission on Peace Officer Standards and Training

Subject : REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met in my office in Los Angeles on October 5, 1993 at 10:00 a.m. Present, in addition to myself, were Commissioners Colleen Campbell, Marcel Leduc, Bernard Parks, and Devallis Rutledge. Staff present were Executive Director Norman Boehm and Bureau Chief Otto Saltenberger.

A. Overview of Demonstration of Training Technology in Huntington Beach

The Committee received a report on the plans and arrangements for the Training Technology workshop on November 3, 1993. The workshop will provide an explanation and demonstration of the driver simulators, the telecourse via satellite, the interactive multimedia classroom, interactive videodisc, and possibly teleconferencing.

The Committee reviewed a list of those who have been invited and suggested that media, rank and file leaders, as well as local political leaders be invited.

B. Commission Activities in Support of Law Enforcement Training Funding

At its July meeting, the Commission instructed the Executive Director to meet with law enforcement organizations and provide information they might use to inform legislators about the critical need for POST's standards and training and the corresponding need for financial support. The Committee received the Executive Director's progress report which included a presentation using computer graphics.

The Committee reviewed the schedule of presentations being made to the field and legislators. The sense of the Committee was to approve the work that has been done to date and commend its being continued.

C. Report on the 93/94 Budget, Revenues, and Expenditure at the End of the First Quarter of the FY

The Executive Director reported that though POST has technically a \$36 million budget, the revenues are coming in at a rate of \$30-31 million a year if the current trends continue. This would put POST \$5 million or so short of its expectations initially. Also, the Legislature required a \$2.9 million transfer from PSOT to the State's general fund. This would put POST's available revenues at \$28 million, the lowest in a decade. These reductions are in the face of increasing importance of training law enforcement.

The Committee was advised that the Commission's Finance Committee will be discussing a variety of options for the Commission to consider. Recommendations will include honoring current projects (and contracts) that are in progress, looking for ways to trim or defer expenditures and programs to conserve money, and to try to preserve presentation reimbursement at some level.

However, the main effort is toward restoring peace officer funding. At the center of all the services that government offers is the proper use of its police power. The State must be made to recognize it has a vital interest in assuring all officers receive training commensurate with the demands and expectations of the job. The field itself is in a pivotal position to make this point to elected state officials.

The Committee expressed strong support for all efforts to restore and sustain training for officers in California.

D. Report on Driver Simulator Pilot Programs

The Executive Director reported that work on finalizing contracts for placing driver simulator systems in San Bernardino County

Sheriff's Department, Los Angeles County Sheriff's Department, and the San Jose Police Department is moving forward and should be completed by early November. The systems would be in place and operational by early January.

The Committee agreed that these contracts should proceed.

E. On-Site Monitoring of POST-Certified Training

The Committee gave support to the proposed pilot program for monitoring POST-certified training courses. The initial amount for a modest beginning would be \$24,000. This would reimburse for travel and per diem costs of those who participate as monitors.

F. Report on Pilot SLI Commuter Presentations in Los Angeles and Orange Counties

Commuter pilots of the SLI were done in both Los Angeles (LAPD and LASD) and in Orange County. Orange County sergeants comprised half the class and a number of smaller agencies together comprised the other half. The commuter arrangements did not work at all well, primarily because of interruptions, commute times, and family pressures intruding on the SLI process. Another pilot of the LAPD and LASD is being done at an off-site setting with a live-in requirement. The Committee received the report and agreed with the offsite, two-department continuation of the pilot.

G. Victims' Training Update

Staff reported on work in progress to assemble a committee to review training peace officers may need to effectively interact with crime victims. The committee will consist of judges, victims, victims' advocates, and law enforcement officials. The consensus of the Long Range Planning Committee is that this should proceed.

H. Report on Center for Labor/Management Training

The Committee reviewed progress on the Center for Labor/Management Training to date. The Committee found the work satisfactory and encouraged that the work continue.

I. Mather Air Force Base Joint Powers Agreement

The Executive Director reported that the Federal Government is prepared to award a portion of Mather Air Force Base to a Joint Powers entity consisting of the Sacramento Police Department, Sacramento Sheriff's Department, DOJ Advanced Training Center, Los Rios Community College District, and POST. The award would be for land and facilities at the air force base. A business plan for the award has yet to be completed, and no action for committing funding will be entered into without a report to and approval of the Commission. However, staff would sign on behalf of the Commission to form the Joint Powers Agreement. Of course, the Commission is free at any time to withdraw from the Joint Powers Agreement prior to any financial commitment being made.

The Committee concurred with the report and recommendation. Actions taken to date are pursuant to direction approved by the Commission in 1990.

J. Report on the Renaming of the ICI as the "Presley Institute on Criminal Investigation"

The Committee concurred with the recommendation that the Institute on Criminal Investigation be renamed the "Robert Presley Institute on Criminal Investigation." This matter will be before the Commission at its November meeting. It is being done in recognition of the long-standing support of Senator Presley on behalf of law enforcement generally and with regard to the formation of the Institute on Criminal Investigation specifically.

I. Authority to Sell POST Telecourses

The Committee concurred with the proposal that will be on the November Commission agenda wherein the Commission would contract with San Diego State University for distributing copies of POST telecourses. Under the proposed agreement, those telecourse which qualify for distribution could simply be ordered from KPBS. POST and the University would share the profits from telecourse sales.

J. Support of International Association of
Directors of Law Enforcement Standards and
Training (IADLEST) Proposals

The Executive Director reported that he will recommend to IADLEST: (1) other states become involved in producing telecourses so as to multiply the number of courses available to law enforcement; (2) IADLEST pursue identifying federal resources to help initiate and then sustain new technologies for training; and (3) that IADLEST explore, in conjunction with the National Association of Sheriffs and IACP, the development of a statement describing appropriate levels of state support for local law enforcement training. Upon approval, this idea might be taken to Congress for formal adoption.

These ideas have already been proposed and adopted by the Western Region of IADLEST and will be forwarded to the national conference of IADLEST which is held in conjunction with the IACP conference in St. Louis in October, 1993.

There being no further business, the meeting was adjourned at approximately 1:00 p.m.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
Legislative Review Committee
Thursday, November 4, 1993
Waterfront Hilton, Golden West Room
Huntington Beach, CA 92648
(714) 960-7873

AGENDA

9:00 A.M.

Attachment

A. Proposed Legislation

A

Attachment A identifies possible 1994 legislation that the Commission may wish to pursue in concert with other organizations including:

1. Acquiring Increased POST Funding from State Penalty Assessments
2. Recovery of Lost Revenue Due to Budget Act of 1993-1994
3. Establishing the Robert Presley Institute of Criminal Investigation
4. Funding for the Law Enforcement Agency Accreditation Program
5. Establishing Fee Charging Authority for the PC 832 Course Test

B. Review of Proposed Constitutional Amendment

B

The Public Safety Coalition is proposing a Constitutional Amendment to establish a Public Safety Training Commission to merge POST, the Board of Corrections-STC, and the State Fire Marshal's Office. Attachment B provides an analysis and recommendation.

C. Status of Active Legislation

C

Attachment C is a chart identifying the final status of bills for which the Commission has taken positions.

D. Status of Informational Legislation

D

Attachment D is a chart identifying the final status of bills that are outside the scope of the Commission's interest in taking positions but are followed for their potential impact upon POST.

State of California

Department of Justice

M E M O R A N D U M

To : Legislative Review Committee

Date: October 14, 1993


NORMAN C. BOEHM
Executive Director

From : Commission on Peace Officer Standards and Training

Subject : PROPOSED LEGISLATION FOR 1994

Each year at this time, the Legislative Review Committee considers possible legislation to be introduced in concert with other organizations. Four ideas for possible legislation include the following. The Committee may wish to consider other ideas for legislation.

1. Acquiring Increased POST Funding from State Penalty Assessments

As a result of the Trial Court Realignment and Efficiency Act of 1991, the State penalty assessment was increased from \$7 to \$10 for every \$10 fine and 30 percent off the top of the fund was redirected to the State General Fund. The rationale was evidently that increased revenue to the Penalty Assessment Fund (renamed State Penalty Fund) would offset any decrease in revenue to the eight subscribers of the State Penalty Fund.

However, POST, along with the other subscribers, experienced serious funding problems as a result of this act. Prior to the impact of this legislation, the Peace Officer Training Fund Fiscal Year (FY) 1989/90 revenue was \$44.3 million, with FY 1990/91 revenue being \$42.3 million. The revenue of these two years averages out at \$43.3 million. Revenue received for FY 1991/92 was \$31.8 million and FY 1992/93 was \$34 million.

There is interest in legislation to redistribute the 25.70 percent going to the Driver Training Penalty Fund to the other major subscribers including POST. It is estimated POST's proportionate share would amount to \$11.9 million. Alternatively, legislation could be sought to delete the State General Fund from receiving the 30 percent.

2. Recovery of Lost Revenue Due to Budget Act of 1993/94

This proposal is intended to rescind the \$2.9 million transfer to the State's General Fund.

3. Establishing the Robert Presley Institute of Criminal Investigation

The Committee is aware that the Commission, at its July 1993 meeting, authorized the implementation of the POST Institute of Criminal Investigation (ICI). This was done after an extensive development and pilot testing period. The Institute is designed to enhance the skills of California's criminal investigators.

The legislative proposal is intended to (a) establish in law the ICI and (b) give recognition to Senator Robert Presley who originally recommended that POST give greater attention to the training of investigators. Senator Presley has also carried numerous legislative proposals for POST over the years.

4. Funding for the Law Enforcement Agency Accreditation Program

During 1992, the Legislature passed into law the requirement in Penal Code Section 13551 that POST shall establish by July 1, 1994 a law enforcement accreditation program. No funding for the program was included in the legislation. Various law enforcement associations have supported the program if the estimated \$1 million implementation costs are not taken from POST's training funds.

There exists several potential funding sources including the State General Fund, increasing POST's share of drug asset seizures, revenue from judgment awards against cities and counties for actions of peace officers, revenue from a portion of the 911 Emergency Telephone Fund, assessments on home owners or vehicle insurance policies, or increasing the \$26 fee for marriage licenses. Whatever the funding source, there needs to be a logical nexus with the accreditation program. Consideration needs to be given to the mandate in law for the Commission to implement. If funding is not provided, should the Commission seek modification of the law to postpone the implementation date? See the attachment memo for background on the issue.

5. Establishing Fee Charging Authority for PC 832 Course Testing

Currently, POST has fee charging authority under Penal Code Section 832 for those persons returning to peace officer status after a three-year break in service and who need to requalify for the training prescribed in this section. However, POST has no such fee charging authority for the approximately 10,000 who take the course most of which (81 percent) are non-peace officers at the time of course completion. It would appear to be good public policy to charge nonaffiliated students for POST services.

Proposed Legislation on Long Term Funding

WHEREAS, the training of Law Enforcement and Corrections personnel as well as Victim Services are compelling state priorities, and

WHEREAS, state funding for these public safety programs has experienced a 25 percent reduction in financial resources since the 1989-1990 Fiscal Year, and

WHEREAS, funding needs in these programs have continued to increase due to increased training mandates, litigation, workload, and societal expectations, and

WHEREAS, the State Penalty Assessment Fund was originally intended to provide a stable and adequate funding source for these vitally needed public safety services,

RESOLVED, that the Legislature finds and declares that law enforcement and corrections training and victim services shall continue to receive high priority for funding.

Amend Section 1464 of the Penal Code to read:

"Section 1464. State penalties on fines, penalties and forfeitures; waiver; deposit in fund; distribution

(a) Subject to Chapter 12 (commencing with Section 76000) of Title 8 of the Government Code, there shall be levied a state penalty, in an amount equal to ten dollars (\$10) for every ten dollars (\$10) or fraction thereof, upon every fine, penalty, or forfeiture imposed and collected by the Courts for criminal offenses, including all offenses, except parking offenses as defined in subdivision (i) of Section 1463, involving a violation of a section of the Vehicle Code or any local ordinance adopted pursuant to the Vehicle Code * * *. Any bail schedule adopted pursuant to Section 1269b may include the necessary amount to pay the state penalties established by this section and Chapter 12 (commencing with Section 76000) of Title 8 of the Government Code for all matters where a personal appearance is not mandatory and the bail is posted primarily to guarantee payment of the fine.

(b) Where multiple offenses are involved, the state penalty shall be based upon the total fine or bail for each case. When a fine is suspended, in whole or in part, the state penalty shall be reduced in proportion to the suspension.

(c) When any deposited bail is made for an offense to which this section applies, and for which a court appearance is not mandatory, the person making the deposit shall also deposit a sufficient amount to include the state penalty prescribed by this section for forfeited bail. If bail is returned, the state penalty paid thereon pursuant to this section shall also be returned.

(d) In any case where a person convicted of any offense, to which this section applies, is in prison until the fine is satisfied, the judge may waive all or any part of the state penalty, the payment of which would work a hardship on the person convicted or his or her immediate family.

(e) After a determination by the court of the amount due, the clerk of the court shall collect the penalty and transmit it to the county treasury. The portion thereof attributable to Chapter 12 (commencing with Section 76000) of Title 8 of the Government Code shall be deposited in the appropriate county fund and the balance shall then be transmitted to the State Treasury, with 70 percent to be deposited in the State Penalty Fund, which is hereby created, and 30 percent to remain on deposit in the General Fund. The transmission to the State Treasury shall be carried out in the same manner as fines collected for the state by a county.

(f) The moneys so deposited in the State Penalty Fund shall be distributed as follows:

(1) Once a month there shall be transferred into the Fish and Game Preservation Fund an amount equal to 0.33 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month, * * * except that the total amount shall not be less than the state penalty levied on fines or forfeitures for violation of state laws relating to the protection or propagation of fish and game. These moneys * * * shall be used for the education or training of department employees which fulfills a need consistent with the objectives of the Department of Fish and Game.

(2) Once a month there shall be transferred into the Restitution Fund an amount equal to ~~32.02~~ 42.78 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month. Those funds shall be made available in accordance with subdivision (b) of Section 13967 of the Government Code.

(3) Once a month there shall be transferred into the Peace Officers' Training Fund an amount equal to ~~23.99~~ 32.06 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month.

(4) Once a month there shall be transferred into the Driver Training Penalty Assessment Fund an amount equal to ~~25.70~~ 1.32 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month, until the amount deposited in the Driver Training Penalty Assessment Fund, as determined by the Department of Finance, for any fiscal year equals one million dollars (\$1,000,000). All moneys in excess of that amount shall be distributed pro rata pursuant to paragraphs (1) to (7), inclusive, and utilized in accordance with this subdivision.

(5) Once a month there shall be transferred into the Corrections Training Fund an amount equal to ~~7.88~~ 10.53 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month. Money in the Corrections Training Fund is not continuously appropriated and shall be appropriated in the Budget Act.

(6) Once a month there shall be transferred into the Local Public Prosecutors and Public Defenders Training Fund established pursuant to Section 11503 an amount equal to 0.78 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month. The amount so transferred shall not exceed the sum of eight hundred fifty thousand dollars (\$850,000) in any fiscal year. The remainder in excess of eight hundred fifty thousand dollars (\$850,000) shall be transferred to the Restitution Fund.

(7) Once a month there shall be transferred into the Victim-Witness Assistance Fund an amount equal to ~~8.64~~ 11.54 percent of the state penalty funds deposited in the State Penalty Fund during the preceding month.


(8) (A) Once a month there shall be transferred into the Traumatic Brain Injury Fund, created pursuant to Section 4358 of the Welfare and Institutions Code, an amount equal to 0.66 percent of the state penalty funds deposited into the State Penalty Fund during the preceding month, until the amount deposited in the Traumatic Brain Injury Fund, as determined by the Department of Finance, for any fiscal year equals five hundred thousand dollars (\$500,000). All moneys in excess of that amount shall be distributed pro rata pursuant to paragraphs (1) to (7), inclusive, and utilized in accordance with this subdivision.

(B) Any moneys deposited in the State Penalty Fund attributable to the assessments made pursuant to subdivision (i) of Section 27315 of the Vehicle Code on or after the date that Chapter 6.6 (commencing with Section 5564) of Part 1 of Division 5 of the Welfare and Institutions Code is repealed shall be utilized in accordance with paragraphs (1) to (8), inclusive, of this subdivision."

Memorandum

: Legislative Committee

Date : October 14, 1993


NORMAN C. BOEHM, Executive Director

From : Commission on Peace Officer Standards and Training

Subject: STATUS REPORT ON ACCREDITATION PROGRAM

BACKGROUND

The Commission has studied law enforcement agency accreditation since approximately 1985, after the nationwide program administered by the Commission on Accreditation of Law Enforcement Agencies (CALEA) became operational. The Commission's research, assisted by the Accreditation Advisory Committee, culminated in the development of a program model to be administered within California by POST and proposed legislation to authorize the program. Several principles that are intended to guide development of the program include:

- * participation in the program will be voluntary;
- * participation in the program will be without cost (no fee) to local agencies;
- * POST will provide materials to assist agencies to complete the accreditation process;
- * POST will provide management counseling services to assist agencies to meet accreditation requirements; and,
- * a new funding source is necessary to support the program to avoid reducing the training resources that are available from the POTF.

During 1991, at the recommendation of the Accreditation Advisory Committee, the Commission dedicated staff to coordinate work to develop the program. In 1992, SB 1126 (Presley) was introduced to provide legislative authority for POST to administer an accreditation program and to obtain new funding to support the program. Also, a Standards Development Committee was created to begin drafting accreditation standards.

Senate Bill 1126 was enacted, effective January 1, 1993, adding Sections 13550-53 to the Penal Code. The new law requires the accreditation program to be available to police and sheriffs' departments, and the Highway Patrol, on July 1, 1994. Other agencies will be eligible to participate on January 1, 1996. New funding to support the program was eliminated from the bill. Sections 13550-53, Penal Code, are Attachment A.

PROGRAM DEVELOPMENT PROGRESS

The Accreditation Advisory Committee reported on the progress of work to develop the accreditation program and offered recommendations at the April 1993 Commission meeting. The committee's recommendations, adopted by the Commission, included:

- * Present the draft accreditation standards to CPCA, CSSA, CPOA and PORAC for review and comment;
- * Continue program development to include the accreditation process and program support materials;
- * Augment POST staff with a Management Fellow to assist with program development;
- * Pilot test the program in selected agencies after July 1, 1994;
- * Continue to seek additional resources to support program implementation after July 1, 1994; and,
- * Use POST as a clearinghouse for local agency policies that will satisfy the accreditation standards.

A Management Fellow began a one year assignment at POST in July. Jim Ferronato, recently retired as a Deputy Chief from the San Bernardino County Sheriff's Department, was selected for the position.

In May and June, the draft accreditation standards were presented to the executive boards of CPCA, CSSA, CPOA and PORAC for review. They were asked to return their comments to POST in September. In addition, members of the Advisory Committee received the draft standards with an invitation to provide comments.

In September, Senior Consultant Alan Deal attended a conference on state-administered accreditation programs in New York. At the

conference, he was able to discuss a variety of issues concerning accreditation programs with representatives from New York, New Jersey, Virginia, Pennsylvania, Connecticut and British Columbia.

The Standards Development Committee met in October to consider the comments and revise the draft standards. The revisions included changes to draft language, interpretation of standards and commentary, and the addition and deletion of selected standards. Additional work is required of the committee to complete the standards for presentation to the Accreditation Advisory Committee and the Commission in 1994.

FUTURE WORK

Substantial work remains to complete the development of the accreditation program and to prepare for the 1994 pilot test.

The work includes:

- * final definition of the process, from application to recognition, to accredit an agency;
- * development of specifications for "proof of compliance," including interpretation of standards and required documentation;
- * development of materials to support the accreditation process, including forms, user guides and assessor instructions;
- * identification of agencies to participate in pilot test;
- * presentation of training for pilot test agencies;
- * estimate of administrative requirements and costs for the program beyond July 1, 1994; and,
- * presentation of accreditation program plan, specifications and materials to the Commission.

During the current fiscal year approximately \$180,000 will be expended to develop the accreditation program and prepare for the pilot test. Program costs for FY 1994/95 have not been estimated. Clearly, additional resources will be required to support the pilot test, modify the program after the test, and

implement the program, statewide, thereafter. Planning to identify and obtain additional resources is a significant element of the current development work.

ALTERNATIVES TO OBTAIN ADDITIONAL RESOURCES

A significant, original principle of the program is that monies from the POTF, and POST training efforts, should not be reduced nor redirected to support accreditation. Equally clear is the prospect that full implementation of the accreditation program will be delayed without resources dedicated to that work.

As a result, two alternatives have been identified to support implementation of the accreditation program. These alternatives are:

A. Obtain new funding for the accreditation program.

Asset forfeiture funds, previously earmarked for POST, have not been available to support accreditation and will not be available after July 1994. Legislation will be required to provide additional funds to POST from: (1) the General Fund; (2) the State Penalty Assessment Fund; (3) redirected, State-collected monies currently allocated for other uses; or, (4) new fees or assessments, collected Statewide, specifically to support accreditation.

B Delay full implementation of the accreditation program until new resources are available or existing resources within POST can be redirected. Legislation is required to amend Penal Code Sections 13551-52 to change the dates when the accreditation program must be available to local agencies.

Although the pilot test does not fully satisfy the implementation requirement, the accreditation standards will be substantially complete and available by July 1, 1994. Staff resources will be required for the pilot test, which will probably extend beyond July 1995. After that, additional resources will be required to administer the program and assist agencies that are working to comply with the standards.

The demand for POST staff assistance will continue, and increase, through the second program year (FY 1995/96),

at least. Also, during FY 1995/96 demands for accreditation review will begin and that workload will add to the demand for technical assistance.

Delaying the date when full implementation of the program is required will enable staff to fully pilot test the program and complete any necessary modifications, and provide more time to secure resources to support the program.

CALIFORNIA PENAL CODE

ARTICLE 5. LOCAL LAW ENFORCEMENT ACCREDITATION

Section

13550. Definitions.

13551. Regulations and professional standards.

13552. Participation in program.

13553. Standards may exceed minimum accreditation standards.

§ 13550. Definitions

For the purposes of this article the following terms apply:

(a) "Local law enforcement" means city police and county sheriffs' departments.

(b) "Accreditation" means meeting and maintaining standards that render the agency eligible for certification by ascribing to publicly recognized principles for the professional operation of local law enforcement agencies. (*Added by Stats. 1992, c. 1249 (S.B. 1126), § 5.*)

§ 13551. Regulations and professional standards

(a) The Commission on Peace Officer Standards and Training shall develop regulations and professional standards on or before July 1, 1994, for the law enforcement accreditation program. The program shall provide standards for the operation of law enforcement agencies and the program shall be available on or before July 1, 1994. The standards shall serve as a basis for the uniform operation of law enforcement agencies throughout the state to best serve the interests of the people of this state.

(b) The commission may, from time to time, amend the regulations and standards or adopt new standards relating to the accreditation program. (*Added by Stats. 1992, c. 1249 (S.B. 1126), § 5.*)

§ 13552. Participation in program

(a) Participation in this accreditation program is limited to police departments, sheriffs' departments, and the California Highway Patrol. Other law enforcement agencies shall be eligible for accreditation after January 1, 1996.

(b) Participation shall be voluntary and shall be initiated upon the application of the chief executive officer of each agency. (*Added by Stats. 1992, c. 1249 (S.B. 1126), § 5.*)

§ 13553. Standards may exceed minimum accreditation standards

Nothing in this article shall prohibit a law enforcement agency from establishing standards that exceed the minimum accreditation standards set by the commission. (*Added by Stats. 1992, c. 1249 (S.B. 1126), § 5.*)

State of California

Department of Justice

M E M O R A N D U M

To : Legislative Review Committee

Date: October 15, 1993

NORMAN C. BOEHM
Executive Director

From : Commission on Peace Officer Standards and Training

Subject : ATTACHED CONSTITUTIONAL INITIATIVE

The attached draft constitutional initiative has been proposed by Ron Havner, Director of Evergreen Valley College, to the Public Safety Coalition. The Coalition is a recently formed informal group consisting of public safety representatives including POST, law enforcement labor and management, fire, community colleges, etc. Its recent efforts resulted in the passage of Senate Bill 460 to exempt public safety volunteers and employees from the \$50 community college fee for students holding a BA or higher degree.

The proposed constitutional amendment is presented in two forms (a constitutional initiative and the other a legislative proposed constitutional amendment). The amendment essentially proposed to establish a Public Safety Training Commission with powers to establish minimum employment and training standards for all public safety officers in the state. Among the powers proposed for the new Commission would be to determine how all state penalties on fines and forfeitures are to be collected by the courts for criminal offenses and that this revenue would be for the Commission's use.

This proposal presents several issues and concerns including:

- . The proposal would eliminate POST by combining it with other state standards-setting bodies.
- . The composition for the proposed Public Safety Training Commission would significantly reduce law enforcement's representation for standards-setting purposes and, instead, give other public safety and training providers major representation.

- . The proposal to give the new Commission authority over collecting and use of assessments on fines would have major opposition from the Legislature and other existing users.
- . The proposal omits any reference to who would perform the many existing services provided by POST.
- . One version of the attached proposal provides for categorical community college funding, which presents major concerns for long term funding stability, which the Commission has previously opposed.

For these reasons, most aspects of this proposal should be opposed by POST. This draft proposal has been distributed for discussion purposes among members of the Public Safety Coalition. One element may have some merit for further discussion that concerns constitutionally establishing more stability for POST funding.

Recommendation:

It is recommended the proposal be opposed but that discussions continue about securing stabilized POST funding.

Attachment

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10/12/93 2:41 PM
RN9327288 PAGE 1**AUTHOR'S COPY**

Senate Constitutional Amendment No. _____

A resolution to propose to the people of the State of California an amendment to the Constitution of the State, by adding Section 17 to Article V thereof, relating to public safety training.

18427

10/12/93 2:41 PM
RN9327288 PAGE 1

AUTHOR'S COPY

LEGISLATIVE COUNSEL'S DIGEST

SCA No.

as introduced, Alquist.

General Subject: Public Safety Training Commission.

This measure would establish the Public Safety Training Commission which shall establish and certify the minimum standards for training and employment of public safety officers in all state and local public agencies and provide funding to support training and research, to purchase equipment and property, and to develop training materials and local regional training centers, as specified.

Vote: 2/3. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

18427

10/12/93 2:41 PM
RN9327288 PAGE 2

Resolved by the Senate, the Assembly
concurring. That the Legislature of the State of
California at its 1993-94 Regular Session commencing on
the seventh day of December 1992, two-thirds of the
members elected to each of the two houses of the
Legislature voting therefor, hereby proposes to the people
of the State of California that the Constitution of the
State be amended by adding Section 17 to Article V
thereof, to read:

SEC. 17. (a) There is hereby established the
Public Safety Training Commission which shall consist of
the following members:

(1) The Attorney General, or his or her
designee, who shall act as chairperson of the commission.

(2) Twenty members appointed by the Governor,
five each from the following areas: law enforcement,
corrections (including both juvenile and adult), fire and
hazardous materials, and higher education. All of these
persons shall be representatives of their respective areas
and shall be involved in the delivery of public safety
training. These appointees, as a whole, also shall be
representative of labor, management, and regional
interests.

(b) The commission shall do all of the
following:

18427

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RN9327288 PAGE 3

(1) Establish and certify the minimum statewide standards for training public safety officers in all state and local public agencies. Public safety officers shall include law enforcement, corrections (both adult and juvenile), probation, dispatch, hazardous materials, and emergency medical services personnel and all related support units at both the state and local levels.

(2) Provide funding to support training and research, to purchase equipment and property, and to develop training materials and local regional training centers.

(A) With regard to the development of local regional training centers, the commission shall only be involved with the startup costs and initial capitalization of each center.

(B) The commission may acquire and take title to real property and hire staff for administrative purposes only. All other acquisition of property by the commission shall be for the development of local regional training centers.

(3) Be the sole authority within this state to determine how all state penalties on fines and forfeitures collected by the courts for criminal offenses in this state shall be used to fund the commission and to enable the commission to perform its duties and responsibilities

SENT BY: CJTC
RM, DTIC, COT

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;10-18-93 ; 13:45 ;

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916 227 3895: # 7/ 9

EVC: # 6

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RN9327288 PAGE 4

as set forth in this subdivision.

- 0 -

SENI-17-0310 10-14-03 10-14-03 10-22-0000-0-0

10/13/93

DRAFT PROPOSAL

To establish, by Constitutional Amendment, the following:

1. **Public Safety Fund**
2. **Public Safety Commission**
3. **Supplemental Funding for Community Colleges Providing Commission Approved Programs**

This Initiative will amend the Constitution of the State of California by adding Section 17 to Article V thereof.

The purpose of this Initiative is to create a single statewide entity responsible for the establishment of minimum entry standards for employment, minimum pre-employment training and educational standards, and minimum continuation training and educational standards for all Public Safety personnel. This Initiative also identifies a fund which will be created out of resources generated by all penalties or assessments associated with traffic violations and criminal violations. This Initiative establishes the Public Safety Commission as the sole authority in the state for the setting of penalties or assessments on criminal/traffic fines and disposition of all resources generated therefrom. This Initiative also requires specific categorical funding be provided from the general fund or the State Mandates Claims Fund to Community Colleges which elect to provide public safety training approved by the Public Safety Commission. Such funding will be for direct costs only and shall be supplemental to existing funding.

The intention of this Initiative is to consolidate the current authorities vested with the State Commission on Peace Officer Standards and Training, The State Board of Corrections - Standards and Training for Corrections and the State Fire Marshall or any other authority, committee or commission involved with Public Safety Personnel. This consolidation would only apply as to the above entities roll as applied to the certification of employment and training standards. These authorities would all become vested within one singular entity to be known as the "Public Safety Commission".

The "Public Safety Commission" will be composed of twenty (20) members; one fourth of which will be selected from the Law Enforcement community, one fourth of which will be selected from the Corrections community (including adult, juvenile and Probation), one fourth from the Fire/Hazardous Materials community, and one fourth from current public safety training providers from within the Community College system. The Chair of the Commission

will be the sitting Attorney General for the State Of California, or designee, and will only vote with the Commission in case of a tie. Commission members will be appointed by the Governor of the State Of California from a broad base of labor and management as well as geographical representation. All Commission members will have a direct recent work history and involvement with the training/education of public safety personnel. Commission members will serve a six (6) year term with the initial Commission appointed equally between two/four/six year terms.

The Public Safety Commission will do the following:

1. Establish annual funding levels for current users of the penalty fund.
2. Establish and certify the minimum statewide standards for employment and training of all public safety personnel in all state and local agencies. Public safety personnel shall include law enforcement, corrections (both adult and juvenile), probation officers, dispatch, hazardous materials, emergency medical services personnel, and all related support units at both the state and local level.
3. Provide funding to support research, to purchase equipment and property, and to develop training materials and local regional training centers.
4. Appoint administrative and support staff to implement the responsibilities of the Commission. Existing staff of current agencies pre-empted by this initiative will be given primary consideration.
5. Administer the penalty assessment fund.
6. Determine who is included as a public safety officer within the state of California in terms of benefits to be derived from this initiative.
7. All related activities deemed appropriate and significant to the basic mission of the Commission.

newlaw

Commission on Peace Officer Standards and Training

Status of Legislation of Interest to POST

(1993)

KEY

P = Pending
F = Failed Passage/or 2 yr. bill
S = Suspense File
Revised 10/12/93

Bill No./ Author	Subject	Commission Position	Introduced	First Policy Committee	First Appropriations Committee (if applicable)	Floor of First House	Second Policy Committee	Second Appropriations Committee (if applicable)	Floor of Second House	To Governor for Action	Chaplered	
SCA 22 Maddy	Constitutional Amendment: Makes the first responsibility of cities and counties to give first priority in funding to public safety.	Support	3/5	-	-	-	-	-	-	-	6/24	Signed by Gov. (Chapter 21)
AB 39 Archle Hudson	Community College Tuition: Exempts teachers from \$50 fee. (Public Safety amend out)	Support	12/9	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 1132)
AB 114 Burton	Drug Asset Seizures: Deletes the existing sunset provision on California's drug asset seizure law.	Oppose Unless Amended	3/2	-	-	-	X	-	-	-	-	Dead
SB 459 Boatwright	Sexual Harassment - Requires POST to develop a complaint process for law enforcement and basic course training on the subject.	Neutral	2/25	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 126)
SB 460 Thompson	Community College Tuition: Exempts public safety volunteers and employees attending for the purpose of satisfying state mandate training required in public safety from \$50 fee.	Support	3/8	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 1128)
SB 601 Marks	Police Pursuits: Requires POST to develop minimum guidelines for high-speed vehicle pursuits with required training for basic course and in-service officers.	Neutral	3/2	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 340)
731 gers	Peace Officer Status: Grants status to police officers and investigators of the China Lake Police Department.	Neutral	3/3	-	-	-	X	-	-	-	-	2 yr. bill
SB 1097 Boatwright	Background Investigations: Employers required to release information to law enforcement agencies doing background investigations on first time peace officer applicants.	Support	3/4	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 135)
AB 1120 Brown	Removes POST's authority to cancel professional certificates except for felony convictions.	Oppose Unless Amended	3/2	-	-	-	-	-	X	-	-	Vetoed
SB 1158 Maddy	Drug Asset Seizures: Deletes sunset provision and continues POST eligibility for revenue from this source.	Support	3/5	-	-	-	X	-	-	-	-	Dead
SB 1206 Hurt	Diversion: Requires drug divertees to be advised that their arrest may be disclosed by DOJ in response to any peace officer application request.	Support	3/5	-	-	-	-	-	-	-	X	Signed by Gov. (Chapter 785)
SB 1255 Hughes	School Safety Penalty Assessment: Adds \$5 state penalty assessment for school safety programs.	Opposed Unless Amended	5/27	-	-	-	X	-	-	-	-	Dead
AB 1276 Seastrand	State Employee Retirement: Authorizes new state employees with previous PERS retirement to continue in Tier 1.	Support	3/3	-	-	-	X	-	-	-	X	Signed by Gov. (Chapter 358)

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Summary of Informational Bills of Interest to POST

<u>Bill/Author</u>	<u>Description</u>
AB 12 Epple	Confers immunity upon public entities and employees for injuries caused by cardiopulmonary resuscitation instructions given in good faith in the operation of a local "911" emergency telephone system. <u>Status:</u> Senate Committee on Judiciary
SB 20 Russell	Makes a "wobbler" if fleeing or eluding involves the pursued vehicle being driven at least 20 miles per hour beyond the declared maximum speed limit for a duration of at least one mile with the peace officer in pursuit and is displaying a red warning light and is sounding a siren, or both. <u>Status:</u> Senate Committee on Judiciary
SCA 22 Maddy	This proposed California Constitutional amendment would state that the first responsibility of each city, county, or city and county shall be the protection of public safety; and the governing body of each city, county, or city and county shall give priority to the provision of adequate public safety by setting aside first from all revenues available an amount sufficient to fund adequate police, fire, and prosecution services. <u>Status:</u> Senate Committee on Constitutional Amendments
ACR 39 Aguiar	This measure would designate the week of May 2 through May 8, 1993 as Blue Ribbon Week, and would urge all citizens to observe these days of recognition and support for all peace officers and law enforcement agencies by wearing or displaying a blue ribbon. <u>Status:</u> Chaptered 93-R-022
AB 95 Richter	Eliminates the existing requirement that every employer establish, implement, and maintain an effective injury prevention program. <u>Status:</u> Assembly Committee on Labor and Employment

SB 99
Roberti

State boards and commissions, which are required to prepare and distribute a report to the Governor, the Legislature, or the public, would be required to simultaneously send a copy to the Governor, the Legislature, and the public.

Status: In Senate - Governor's Vetoes

AB 147
Richter

This bill would provide that 90% of the punitive damages awarded to a plaintiff in such an action in which the cause of action arose on or after January 1, 1994, shall be payable, as specified, to the Victim-Witness Assistance Fund in the State Treasury, and shall be available for expenditure by the Office of Criminal Justice Planning for the purposes of that fund upon appropriation by the Legislature. This bill would make further related provisions.

Status: Assembly Committee on Judiciary

SB 149
Boatwright

This bill extends the existing amnesty program for delinquent fines for Vehicle Code violations which is six months or more prior to the initial date of the amnesty program (April 1, 1991).

Status: Chaptered 93-1299

SB 152
Watson

This bill would require that the minimum training standards for local corrections personnel include a requirement of 16 hours of training and coursework in domestic violence assessment, intervention, and reporting. This bill would authorize the use of domestic violence training programs conducted by nonprofit community organizations with an expertise in domestic violence issues for the purpose of complying with the domestic violence minimum training requirement.

Status: Vetoes

SB 162
Presley

This bill would transfer the responsibility for conducting peace officer memorial ceremonies on the grounds of the State Capitol from the Peace Officers Research Association to the California Peace Officers Memorial Foundation.

Status: Chaptered 93-0029

AB 167
Umberg

This bill would make it a felony instead of a wobbler for any person while operating a motor vehicle from willfully fleeing or otherwise attempting to elude a pursuing peace officer's motor vehicle with the intent to evade, if the peace officer's motor vehicle is exhibiting at least one lighted red lamp visible from the front and the person either sees or reasonably should have seen the lamp, the peace officer's motor vehicle is sounding a siren as may be reasonably necessary, the peace officer's vehicle is distinctively marked, and the peace officer's vehicle is operated by a peace officer, as defined, and the peace officer is wearing a distinctive uniform.

Status: Assembly Committee on Public Safety

AB 180
Pringle

This bill would exempt fire fighters, peace officers and nurses from the \$50 community college fee for BA students.

Status: Assembly Committee on Higher Education

AB 224
Speier

This bill revises the definition of peace officer and time duration for emergency protective orders obtained by law enforcement in domestic violence cases.

Status: Chaptered 93-1229

AB 225
Woodruff

This bill exempts anyone attending public safety course certified by POST, STC or Board of Fire Services from \$50 community college fee.

Status: Assembly Committee on Higher Education

SB 264
Watson

This bill requires continuing professional training of law enforcement officers to include at least 6 hours of training devoted to domestic violence.

Status: Senate Committee on Judiciary

AB 315
Hauser

This bill would provide that any county with a population of 200,000 or less whose board of supervisors makes a public finding that the county is in an economic crises and that county revenues are inadequate to provide essential services to residents may petition the Governor for temporary suspension of compliance with state regulations and requirements that significantly impair the county's ability to deliver those essential services.

Status: In Assembly - Third Reading File -
Assembly Bills

SB 323
Lewis

This bill exempts any fire fighter or peace officer from the \$50 community college fee.

Status: Senate Committee on Education

AB 331
Baca

This bill would exempt from the child abuse reporting requirement any injury caused by a peace officer acting within the course and scope of his or her employment as a peace officer.

Status: Chaptered 93-0346

AB 334
Friedman

This bill requires OCJP to select 3 cities, one of which shall be the City of Los Angeles, for community-based policing demonstration projects.

Status: Senate Committee on Judiciary

SB 477
Craven

This bill would revise existing training requirements for humane officers to specify that on and after January 1, 1994, all humane officers shall, within one year of appointment, provide evidence satisfactory to the society that he or she has successfully completed specified courses of training.

Status: Senate Committee on Judiciary

AB 479
Polanco

This bill would establish a procedure for the consolidation of the marshal's and sheriff's offices of Los Angeles County.

Status: Chaptered 93-0128

SB 489
Deddeh

This bill would establish categorical funding for public safety courses.

Status: Senate Committee on Education

AB 529
Morrow

This bill would authorize port authorities to appoint reserve peace officers.

Status: Chaptered 93-0169

AB 578
Bowler

This bill would require that the agency retired officer certificate indicate on its face that the retired peace officer served as a peace officer for the agency and would require that the agency issue only one form of identification certificate to retired peace officers.

Status: Chaptered 93-0224

AB 581
Speier

This bill eliminates the current two-hour training requirement for citizens wishing to purchase, possess or use any tear gas or tear gas weapon. This bill also authorizes private citizens to purchase, possess or use oleoresin capsicum tear gas.

Status: Chaptered 93-0954

SB 594
Alquist

This bill requires suspension of authorization to carry firearms if a state agency peace officer fails to qualify or requalify for the use of firearms every six months. This bill also would grant peace officer status to correctional officers of the Santa Clara County Department of Corrections.

Status: Senate Committee on Appropriations

SB 636
Dills

This bill revises existing reimbursable amounts for driver training from the Driver Training Penalty Assessment Fund.

Status: Ways and Means Suspense File

AB 652
Speier

This bill would enact the Quality in Government Services Act that would require state agencies to annually survey its customers.

Status: Appropriations Suspense File

SB 800
Presley

This bill would remove the January 1, 1994 sunset of the authority in law for court-ordered interception of wire communications of individuals involved in narcotic violations.

Status: Chaptered 93-0548

SB 821
Lockyer

This bill would require any person employed as a school peace officer to complete the POST specified training course by January 1, 1996.

Status: Chaptered 93-0302

SB 832
Hayden

This bill would require that, on or after January 1, 1995, every computer video display terminal and peripheral equipment, as specified, that is acquired for, or used in any place of employment, conform to all applicable design and ergonomic standards.

Status: Senate Committee on Appropriations

AB 841
Peace

This bill would all authorize a Transit Development Board to appoint transit police officers and contract for law enforcement services.

Status: Chaptered 93-0990

AB 855
Tucker

This bill would impose a \$50 penalty assessment on any person convicted of specified controlled substance offenses, in addition to any other fine, assessment, or imprisonment imposed, to be deposited by the county treasurer in the county drug program fund for the exclusive use for the county's drug program.

Status: Chaptered 93-0474

AB 965
Umberg

This bill would authorize peace officer status to investigators of the Investigation Bureau of the Department of Insurance.

Status: Ways and Means Suspense File

SB 975
Alquist

This bill would establish the California College Public Safety Training Act.

Status: Senate Committee on Education

SB 1016
Hughes

This bill mandates local or regional poison control services as part of the 911 emergency telephone systems.

Status: Assembly Committee on Revenue and Taxation

AB 1047
Epple

This bill would extend from June 1, 1993 to June 1, 1995 for agents of the Department of Alcoholic Beverage Control to successfully complete the 4-week course on narcotics enforcement approved by POST.

Status: Chaptered 93-0353

AB 1050
Conroy

This bill would move the California State Police Division from the Department of General Services to the Office of Emergency Services.

Status: Assembly Committee on Consumer Protection

AB 1074
McDonald

This bill would authorize a school district governing board to authorize members of a security or police department of the district to issue citations.

Status: Senate Committee on Judiciary

SB 1093
Killea

This bill would provide qualified immunity from liability for public entities and certain personnel responding to the discharge, spill, or presence of hazardous substances if specified procedures are followed and responding personnel have been certified by OES

Status: Chaptered 93-1284

AB 1102
Archie-Hudson

This bill would require video cameras to be mounted in the front windshields of every authorized emergency vehicle in the County of Los Angeles and that they be turned on and left on during any and all contacts with citizens.

Status: Assembly Committee on Public Safety

SB 1114
Maddy

This bill would state that the first responsibility of each city, county or city and county shall be the protection of public safety; and that the governing body shall give priority to the provisions of adequate public safety by setting aside first from all revenues available an amount sufficient to fund adequate police, fire, and prosecution services.

Status: Senate Committee on Local Government

AB 1175
Epple
This bill would add specified employees of the State Fire Marshal's Office as peace officers.
Status: Assembly Committee on Public Safety

SB 1206
Hurt
This bill would provide that upon completion of a diversion program for specified controlled substance offenses, the arrest upon which the diversion was based shall be deemed to have never occurred for all purposes of employment, licensing, or certification. Law enforcement employment is specified as an exception.
Status: Chaptered 93-0785

SB 1251
Torres
This bill permits the Los Angeles General Service security officers to carry firearms during such times in which a state of local emergency has been declared and with the approval of the Mayor.
Status: Chaptered 93-0083

AB 1268
Martinez
This bill would provide for the confidentiality of all peace officers' home address, telephone number, occupation, etc. from voter registration information.
Status: Chaptered 93-1098

AB 1591
Knight
This bill would retitle the investigators, special agents and administrators that the Attorney General designates as peace officers.
Status: Assembly Committee on Public Safety

AB 1610
Boland
This bill would provide that federal investigators and law enforcement officers are not California peace officers, but may exercise the powers of arrest for violations of state or local laws, provided that they are engaged in the enforcement of federal, state, and local, rather than federal, criminal laws and exercise the arrest powers only incidental to the performance of these, rather than their federal duties.
Status: Assembly Committee on Public Safety

AB 1810
Gotch
This bill would change the \$50/semester unit fee for community college students with a BA degree to an unspecified amount.
Status: Assembly Committee on Human Services

AB 1850
Nolan

This bill would require a peace officer to arrest, without a warrant, and take into custody a person against whom a protective order has been issued if the person has notice of the order and has violated the order, whether or not the violation occurred in the officer's presence.

Status: Chaptered 93-0995

AB 2043
Hoge

This bill would designate a reserve coordinator of the Office of Emergency Services' Law enforcement Division to the list of reserve officers.

Status: Assembly Committee on Public Safety

AB 2101
Epple

This bill would expand the definition of public safety officer to include designated reserve peace officers.

Status: Vetoed

AB 2130
Cortese

This bill would establish the California Community College Public Safety Training Act.

Status: Assembly Committee on Higher Education

AB 2226
Frazee

This bill would provide that any person who, while a peace officer, completed a course of training and obtained the basic certificate prescribed by POST shall, upon presentation of proof to the bureau, be exempt from the training and testing requirements for security guards.

Status: Assembly Committee on Consumer Protection

AB 2231
McDonald

This bill would require the Chancellor of the California Community Colleges to conduct a study to determine the impact of increasing student fees from \$10 to \$30 per semester on community college enrollment and on the budget of the California Community Colleges. The report is due on January 1, 1984. Urgency statute.

Status: Assembly Committee on Higher Education

AB 2250
Collins

This bill would require that domestic violence-related calls for assistance be supported with the written incident report form and expands the definition of "domestic violence."

Status: Chaptered 93-1230

AB 2308
Woodruff

This bill provides that investigators within the Toxic Substances Control Program are peace officers.

Status: Chaptered 93-0409

AB 2367

This bill would make the DMV confidentiality provisions applicable to employees of a city police department or county sheriff's office, and nonsworn personnel in local juvenile halls, camps, ranches and homes only if they submit agency verification that, in the normal course of their employment, they control or supervise inmates or are required to have a prisoner in their care or custody. The bill would add members of a city council, city attorneys, attorneys employed by city attorneys, and members of a board of supervisors, and California-based federal prosecutors, criminal investigators, law enforcement officers, and National park Service Rangers to the list of individuals whose records are confidential.

Status: Governor's Office

AB 2372
Vasconcellos

This bill would express the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1993 relative to the California Community Colleges.

Status: Senate Committee on Health and Human Services

AB 2373

Same as AB 2372.

Status: Assembly Committee on Local Government

POST Advisory Committee Meeting
Tuesday, November 2, 1993
Waterfront Hilton Hotel
Golden West Room
Huntington Beach, California 92648
(714) 960-7873

AGENDA

3:00 P.M.

- | | |
|--|---------------|
| A. Call to Order | Chair |
| o Roll Call | |
| o Introductions | |
| o Announcements | |
| B. Election of Officers for 1993-94 FY | Chair |
| C. Approval of Minutes of July 21, 1993 Meeting | Chair |
| D. Financial Status/Activities Presentation | Staff |
| E. Status of Executive Training | Staff |
| F. Advisory Committee Proposal to Further Examine
Physical Abilities Requirements for Peace
Officers | Staff |
| G. Review of Commission Meeting Agenda and
Advisory Committee Comments | Staff |
| H. Advisory Committee Member Reports | Members |
| I. Commission Liaison Committee Remarks | Commissioners |
| J. Old and New Business | Members |
| K. Adjournment | Chair |
| L. Next Meeting - January 19, 1994
Westin Hotel, Costa Mesa | |

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD
SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting
July 21, 1993 - 10:00 a.m.
Pan Pacific Hotel
San Diego, California

MINUTES**CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by Chairman Cois Byrd.

ROLL CALL OF ADVISORY COMMITTEE MEMBERS

Present: Cois Byrd, California State Sheriffs' Association
Charles Brobeck, California Police Chiefs' Association
Don Brown, California Organization of Police and
Sheriffs
Norman Cleaver, California Academy Directors'
Association
Marie Danner, Public Member
Joe Flannagan, Peace Officers' Research Association
of California
Don Forkus, California Peace Officers' Association
Jack Healy, California Highway Patrol
Derald Hunt, California Association of Administration
of Justice Educators
Ernest Leach, California Community Colleges
Alicia Powers, Women's Peace Officer Association
Cecil Riley, California Specialized Law Enforcement
Judith Valles, Public Member

Absent: Jay Clark, California Association of Police Training
Officers

Commission Advisory Liaison Committee Members Present:

Jodie Hall-Esser
Marcel Leduc
Raquel Montenegro
Manuel Ortega

POST Staff Present:

Norman Boehm, Executive Director
Hal Snow, Assistant Executive Director
Dennis Aronson, Senior Instructional Designer
John Berner, Bureau Chief, Standards and Evaluation
Graham Breck, Senior Systems Engineer
Jan Myyra, Instructional Designer
Ken Whitman, Bureau Chief, Learning Technology Resource
Center
Carol Ramsey, Executive Secretary

INTRODUCTION OF NEW POST STAFF MEMBERS

POST Bureau Chief Ken Whitman introduced new POST staff members Dennis Aronson, Graham Breck and Jan Myyra.

APPROVAL OF MINUTES

The minutes of the April 14, 1993 meeting were approved as distributed with the correction that Marie Danner be listed as "present."

ANNOUNCEMENTS

Chairman Cois Byrd announced the passing of Alex Pantaleoni. Alicia Powers moved and it was unanimously seconded that when the meeting is adjourned today that it be done so in the memory of Alex.

STATUS OF EXECUTIVE TRAINING

This will be held over until the next POST Advisory Committee meeting.

STATUS OF PHYSICAL TESTING STANDARDS

POST staff reported on the status of Physical Testing Standards.

There is a sincere interest on behalf of each Advisory Committee member that POST maintain a focus on the study and have the staff recommend how we might maintain that focus into the future either through the group that has been studied now or in some other manner and, perhaps, take a look at the various levels of agedness within the system and how physical fitness may be promoted. Don Forkus moved and Chuck Brobeck seconded that this recommendation be made.

REVIEW OF COMMISSION MEETING AGENDA

Staff reviewed the July 22, 1993 Commission meeting agenda and responded to questions and discussion of the issues.

On Agenda Item C - "Report and Recommendation to Schedule a Public Hearing on the Proposal to Modify Policies and Specifications for the Regular Basic Course by Amending Commission Regulation D-1," Norman Cleaver reported that the Academy Directors were very supportive and appreciative of all the work which has been done by the Basic Training Bureau.

On Agenda Item D - "Report and Recommendation on a Proposal to Adopt Changes to the Regular Basic Course Performance Objectives Including Addition of Cultural Awareness Training Using the Abbreviated Public Notice Process," Judith Valles expressed her concern that Cultural Awareness Training needs to be spread throughout the curriculum. Norman Boehm commented that her point is very well taken and will be examined.

On Agenda Item J - "Setting the Per Student Hour Rate for Training Presentation Reimbursement and Approving Clarifying Regulation and Procedure Changes Using the Abbreviated Public Notice Process," Norm Boehm commented this will be brought up before the Finance Committee at a meeting this afternoon and invited staff to attend.

Hal Snow gave a status report on legislation of interest to POST.

ADVISORY COMMITTEE MEMBER REPORTS

California Police Chiefs' Association - Charles Brobeck reported CPCA is moving forward working with the California State Sheriffs and with CPOA, PORAC, COPS, etc. on SB 509, the sales tax initiative. He commended everyone for their efforts in pulling together law enforcement to achieve this.

The CPCA Summer Board meeting will be held with CPOA in the City of Folsom on August 24 and 25.

California Community Colleges - Ernest Leach reported a grant has been approved for \$100,000 to hold a consortium of public safety to be put together in the Bay Area to begin looking at a comprehensive training plan particularly to include all of the providers in the area as well as agencies that may need training.

California Organization of Police and Sheriffs - Don Brown reported that COPS has been selected as the official law enforcement spokesman for a new statewide ATM safety program.

California Peace Officers' Association - Don Forkus announced that Frank Hedley was installed as the new President at the annual conference last May.

CPOA will be offering five courses this next year on canine liability. They are also putting together a pilot on police pursuits.

The CPOA All Committee Conference will be held November 14-17, 1993.

Women's Peace Officer Association - Alicia Powers announced that Mary Landreth, Los Angeles County Sheriff's Office, was installed as President of WPOA at their annual conference.

Peace Officers' Research Association of California - Joe Flannagan announced that the PORAC Conference will be held November 5-7, 1993 in South Lake Tahoe.

California Association of Administration of Justice Educators - Derald Hunt reported that CAAJE completed a study of the community college core curriculum. Some very radical changes have been made. The next step is whether or not they will be accepted and adopted and implemented by the various independent community colleges throughout the state.

OLD BUSINESS AND NEW BUSINESS

The following Advisory Committee appointments will expire in September: Cois Byrd, California State Sheriffs' Association; Jack Healy, California Highway Patrol; Ernest Leach, California Community Colleges; and Marie Danner, Public Member. The Commission will take action on these reappointments tomorrow.

Norman Boehm announced that on August 4 and 5, 1993 the Commission will be sponsoring a Regional Skill Center, a study required by AB 492.

Cois Byrd announced that an election of Chairman and Vice Chairman will be held at the next meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:00 p.m.

Carol Ramsey
Executive Secretary

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL



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October 1, 1993

File No.: 30.A8212.A3418

Norman C. Boehm, Executive Director
Commission on POST
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Dear Mr. ^{Norman} Boehm:

This is to advise you of a change in the California Highway Patrol's representative on the POST Advisory Committee. Our current representative, Chief Jack Healy, will be assuming command of the Golden Gate Division effective November 2, 1993. His replacement as Personnel and Training Division Commander is Chief Donald G. Menzmer, and I request that he be appointed to serve on the Committee.

Should you need further information regarding this change, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. J. Hannigan".

M. J. HANNIGAN
Commissioner

COMMISSION ON POST
OCT 4 9 10 AM '93